



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

## Job Description

---

**POSITION TITLE:** Temporary Lead Specialist I #4024  
Greater Valley Conservation Corps (GVCC)  
County Operated Schools and Programs (COSP)

**SALARY PLACEMENT:** \$20.04-\$21.24/ Hour Range 04

---

**MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Possess a high school diploma or the equivalent of the completion of the twelfth grade. Possess a valid California driver's license and maintain a good driving record. Four years of experience using tools appropriate for various work projects i.e. recycling, natural resources and/or conservation projects. Four years of experience working and/or training people of various ethnic and socio-economic backgrounds. Must be able to work weekends and have the flexibility to work various work shifts. Must be able to support in both recycling and natural resource related projects as needed.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Possess two years of college education or vocational training in natural resource management, environmental studies, from an accredited college or university. Four years of supervisory and project management experience, preferably in a Conservation Corps model. Possess a C-27 Business License. Possess a Chainsaw S212 certification. Prior experience supervising youth from a wide variety of social, economic and educational backgrounds to work together as a team, preferably in an outdoor setting. Proficient with conservation including; shaded fuel breaks, waste diversion concepts, recycling, habitat restoration, forestry management, landscaping, irrigation systems. Ability to read blueprints and project takeoffs. Must have basic understanding of bidding jobs and submitting project proposals. Prior experience with reviewing contracts and understanding of documentation associated with project management, including grant reporting, project evaluations, successes, terminology and descriptions.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Ability to provide training and to serve as a mentor and positive role model for youth. Ability to structure tasks, establish priorities and set goals on projects. Knowledge of how to effectively interact with individuals from diverse cultural, socioeconomic, disability, and ethnic backgrounds. Ability to demonstrate teamwork through cooperation and collaboration with others. Possess current standard First Aid and CPR certification. Ability to operate a computer and knowledge of assigned software. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**SUMMARY OF POSITION:**

Under the direction of the Greater Valley Conservation Corps Director, and the Assistant Superintendent for County Operated Schools and Programs (COSP), the Lead Specialist I is responsible for all aspects of supervision for a crew of eight to twelve young adults ages 18-25. The Lead Specialist I will lead the crew in successfully completing conservation projects including; recycling collections (E-waste, CRV, tires, mattresses), sorting and separating various materials, outreach events involving customer service, blight cleanup, lot cleanup and litter abatement. The Lead Specialist I will also assist with natural resource projects, including but not limited to, landscape maintenance, deconstruction, habitat restoration, fuel load reduction, invasive weed removal, trail construction, beautifications,

installations, irrigation repair, equipment maintenance. The Lead Specialist I will make significant contributions to providing a positive work environment that values diversity and fosters a commitment to teamwork and learning. Additional responsibilities include facilitating personal and professional development; providing training including tool use, teamwork, leadership skills, and work place communication; developing proper work habits; providing quarterly evaluations; taking corrective action to resolve inappropriate behavior and personnel issues; documenting performance and learning accomplishments; conducting projects in a safe manner; producing a level of productivity and quality that meets the expectations of Greater Valley Conservation Corps and clients; ensuring all equipment is properly cared for; tracking work hours on a daily basis; and documenting project accomplishments.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include but are not limited to:

1. Work effectively with school districts, sponsors, community organizations, government agencies, parents, corpsmembers, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Communicate effectively both orally and in writing.
4. Analyze situations accurately and adopt an effective course of action.
5. Establish and maintain cooperative and effective working relationships with others.
6. Motivate young people to fulfill their education, development and work plans and goals.
7. Transport corpsmembers to and from worksites, SJCOE sites, and community event sites.
8. Provide corpsmembers the skills necessary to improve their employability.
9. Oversee the crew in the completion of service projects including maintenance natural resources, and recycling.
10. Ensure safe work practices, a safe work environment and the proper maintenance of vehicles, equipment and tools.
11. Ensure that a consistent high quality of work is performed on recycling and natural resource projects.
12. At project worksites, serve as liaison between project sponsoring agency staff and your supervisor.
13. Train and guide the team in project development tasks.
14. Implement work projects timely and efficiently from start to finish.
15. Ensure appropriate equipment availability for corps members.
16. Provide team support for community events and promote community involvement in team projects.
17. Plan and carry out assigned crew scheduling.
18. Complete daily project logs, i.e. corpsmember project logs, and vehicle mileage logs.
19. Conduct daily safety tailgate meetings.
20. Counsel, motivate, and provide constructive discipline and positive reinforcement for corpsmembers.
21. All other duties as assigned.

### **PHYSICAL REQUIREMENTS:**

1. Employees in this position must have the ability to:
2. Demonstrate normal manual dexterity and eye-hand coordination to operate power and motorized equipment using both hands.
3. Demonstrate physical agility to frequently stop, kneel, bend, crouch, reach overhead, grasp, push, pull, lift and move objects up to 75 pounds shoulder height, and occasionally lift in excess of 75 pounds with assistance.
4. Demonstrate normal depth perception.
5. Stand and walk for extended periods.
6. See and read printed matter, with or without visual aids, distinguish colors, read and understand rules and policies, labels and instructions.
7. Use telephones and office equipment.
8. Verbal communication including the ability to speak and hear at normal room levels and on the telephone.

### **WORK ENVIRONMENT:**

Work is performed in indoor and outdoor environments; exposure to dust, oils, and cleaning chemicals; may work on ladders or scaffolding; may work with exposure to moisture; regular contact with SJCOE staff, district office staff, students and the public. The Lead Specialist I works outdoors around equipment and machinery, walking on uneven ground and steep hillsides, with exposure to excessive noise, fumes and extremes in temperature.