



Job Description

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| POSITION TITLE: | Natural Resource Supervisor Greater Valley Conservation Corps (GVCC) County Operated Schools and Program (COSP) | #2412 |
| SALARY PLACEMENT: | Classified/Confidential Supervisory Schedule Range 1 | |

SUMMARY OF POSITION:

Under the direction of the Greater Valley Conservation Corps Director, and the Assistant Superintendent for County Operated Schools and Programs, the Natural Resource Supervisor (NRS) will lead and provide oversight of crews in successfully completing natural resource projects, including landscape maintenance, habitat restoration, fire fuel reduction, creek maintenance/restoration, urban forestry related projects and other duties as assigned. The NRS 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; supporting educational goals; providing training including tool use, teamwork, leadership skills, and work place communication; developing proper work habits; providing quarterly evaluations; taking action to resolve inappropriate behavior and personnel issues; documenting performance and learning accomplishments; conducting projects in a safe manner; providing oversight to GVCC's landscape division, irrigation projects, ordering and 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.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a high school diploma, GED, or equivalent. Must be able to work weekends and have the flexibility to work various work shifts. Previous experience or equivalent experience in natural resource management, environmental studies, vocational training, and landscape maintenance, Experience in using a variety of hand and power tools.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Vocational training in natural resource management, environmental studies, landscape maintenance, or irrigation installation. Two years of supervisory and project management experience, preferably in a Conservation Corps model. Prior experience supervising youth from a wide variety of social, economic, and educational backgrounds to work together as a team.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- assigned software
- hand and power tools
- landscape maintenance
- tool maintenance
- inventory management
- state reporting

Ability to:

- provide training and to serve as a mentor and positive role model for youth
- structure tasks, establish priorities and set goals
- demonstrate teamwork through cooperation and collaboration with others
- operate a computer
- interact with individuals from diverse cultural, socioeconomic, disability, and ethnic backgrounds
- work weekends and have the flexibility to work various work shifts
- provide quality customer service
- evaluate staff and corpsmembers

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

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Communicate effectively both orally and in writing.
2. Analyze situations accurately and adopt an effective course of action.
3. Establish and maintain cooperative and effective working relationships with others.
4. Work independently with little direction.
5. Meet schedules and timelines.
6. Provide corpsmembers the skills necessary to improve their employability, fulfill their education, and meet their goals.
7. General equipment maintenance.
8. Inventory of tools and equipment.
9. Understanding of landscape maintenance.
10. Provide project oversight.
11. Evaluate staff and corpsmembers.
12. Oversee GVCC's use of pesticide program/reporting to State Department of Pesticide Relations (DPR).
13. Ensure safe work practices, a safe work environment, and the proper maintenance of vehicles, equipment, and tools.
14. Prepare reports as needed for the program.
15. Possess knowledge of conservation practices.
16. Possess the ability to do strenuous work in adverse weather conditions.
17. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Demonstrate normal manual dexterity and eye-hand coordination to operate power and motorized equipment using both hands.
2. 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.
3. Demonstrate normal depth perception.
4. Stand and walk for extended periods.
5. See and read printed matter, with or without visual aids, distinguish colors, read, and understand rules and policies, labels, and instructions.
6. Use telephones and office equipment.
7. 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 chemical; 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 NRS works outdoors around equipment and machinery, walking on uneven ground and steep hillsides, with exposure to excessive noise, fumes, and extremes in temperature.

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