



**SJCOE**  
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## Job Description

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**POSITION TITLE:**

**GVCC Project Specialist (TEMPORARY)  
Greater Valley Conservation Corps  
County Operated Schools and Program (COSP)**

**#4041**

**SALARY PLACEMENT**

**Temporary Short-Term Hourly  
Range 3, Step A**

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**SUMMARY OF POSITION:**

Under the direction of the Greater Valley Conservation Corps Director, and the GVCC Program Manager, the Project Specialist is responsible for supervision within GVCC's Natural Resource Division. The Project Specialist will lead, direct, and oversee corpsmembers and staff within the natural resource division, including but not limited to habitat restoration, fire fuel loads reduction, deconstruction, lite construction, landscape maintenance and design, urban forestry and trail-building and other projects as assigned. The Project Specialist 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 corpsmembers personal and professional development; 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 evaluating staff 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 and oversight of safety trainings and scheduling; tracking work hours on a daily basis; and documenting project accomplishments. The Project Specialist will review plans, bid on projects, assure project completion, schedule, and provide project oversight and assistance with other duties as assigned.

**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 in natural resource management, environmental studies, and/or vocational training. Experience in using a variety of hand and power tools.

**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. Three years of supervisory and project management experience. Prior experience supervising youth from a wide variety of social, economic, and educational backgrounds to work together as a team.

**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. 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. 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.

**ESSENTIAL FUNCTIONS:**

Essential functions may include but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, students, 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. Work independently with little direction.
7. Meet schedules and project timelines.
8. Prepare reports as needed for program.
9. Provide corpsmembers the skills necessary to improve their employability, fulfill their education, and meet their goals.
10. Ensure safe work practices, a safe work environment, and the proper maintenance of vehicles, equipment and tools.
11. Possess knowledge of conservation practices.
12. Possess the ability to do strenuous work in adverse weather conditions.
13. Research and bid projects throughout GVCC coverage areas.
14. Review plans for cities and agencies.
15. Provide project scheduling and oversight.
16. Flexible work schedule.
17. 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 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 Project Specialist works outdoors around equipment and machinery, walking on uneven ground and steep hillsides, with exposure to excessive noise, fumes, and extremes in temperature.