



Job Description

POSITION TITLE: Coordinator IV, Natural Resources Stockton #6210
Greater Valley Conservation Corps (GVCC)
County Operated Schools and Program (COSP)

SALARY PLACEMENT Management Salary Schedule
Range 14

SUMMARY OF POSITION:

Under the direction of the Greater Valley Conservation Corps Director II, the Coordinator IV is responsible for all aspects of supervision and oversight for GVCC's Natural Resource Division. The Coordinator IV will lead, direct and oversee all crews, corpsmembers and staff within the Natural Resource Division, including but not limited to habitat restoration, fire fuel loads reduction, creek maintenance/restoration, deconstruction, lite construction, landscape maintenance, urban forestry and trail building, and other projects as assigned. The Coordinator IV 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, developing proper work habits, providing quarterly evaluations, taking action to resolve inappropriate behavior and personnel issues, conduct projects in a safe manner, produce a level of productivity and quality that meets the expectations of Greater Valley Conservation Corps and our clients, ensuring all equipment is properly cared for, provide oversight of safety trainings and scheduling, track work hours on a daily basis, document project accomplishments and provide training including: tool use, teamwork, leadership skills, and work place communication. The Coordinator IV 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 or the equivalent of the completion of the twelfth grade. Possess an Associates Degree. Experience of a related nature may be substituted for degree requirement. 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. Possess a Landscaping Contractor (C-27) license or equivalent.

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, 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

Ability to:

- structure tasks, establish priorities and set goals
- provide training and to serve as a mentor and positive role model for youth

- effectively interact with individuals from diverse cultural, socioeconomic, disability, and ethnic backgrounds
- demonstrate teamwork through cooperation and collaboration with others
- operate a computer

Possess:

- current standard First Aid and CPR certification
- 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.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent GVCC at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Provide corpsmembers the skills necessary to improve their employability, fulfill their education, and meet their goals.
14. Ensure safe work practices, a safe work environment, and the proper maintenance of vehicles, equipment and tools.
15. Possess knowledge of conservation practices.
16. Possess the ability to do strenuous work in adverse weather conditions.
17. Research and bid projects throughout GVCC coverage areas.
18. Review plans for cities and agencies.
19. Provide project scheduling and oversight.
20. Flexible work schedule.
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 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 Program Manager II 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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