

## CITY of AZTEC JOB DESCRIPTION

<b>Job Title:</b>	Temporary Youth Conservation Corp Coordinator
<b>Department:</b>	General Services
<b>Shift:</b>	Monday to Thursday, 40 hours per week May 2023 through August 2023
<b>Pay Plan:</b>	\$19.50/hour or DOE
<b>Exempt:</b>	No
<b>Reports To:</b>	City Special Projects Coordinator
<b>General Direction From:</b>	General Services Director, City Special Projects Coordinator
<b>Position Closes:</b>	Applications due by Thursday April 11, 2024 @ 5:00 PM.

### PURPOSE & NATURE OF JOB

Under general direction of the Special Projects Coordinator, the YCC Coordinator supervises programs for training and implementing construction projects to benefit the City of Aztec. The Coordinator supervises YCC crews and individual workers; and performs related work as required. Must have good communication skills and work well with City staff and the Citizens of Aztec. Projects scheduled for this year are located at Riverside Park.

#### **Project 1. Riverside Park Putting Disc Golf Course.**

This project will involve the development of a 6-hole putting disc golf course at Riverside Park.

#### **Project 2. Aztec Recreation Lands Fencing.**

The project involves fencing the east and north sides of the Aztec Recreation lands. Fencing will be approximately 3,100 linear feet and will consist of 2-3/8" posts with 2 strands of 5/16" cabling per BLM fence standards.

#### **Alternate 1.**

This project will involve replacing the existing 24 tee boxes with concrete decks at the Aztec Disc Golf Course.

#### **Alternate 2. Animal Shelter Dog Park.**

The City has acquired and fenced land behind the Animal Shelter to allow volunteers to walk shelter dogs. The new dog park needs dog park amenities.

### ESSENTIAL DUTIES

- This position will supervise one or two YCC Crew Leaders and up to six crew members. The YCC Coordinator will help Crew Leaders and Members develop skills, gain knowledge and experiences that will be beneficial now and in the future.
- Members will participate in the proposed projects, which will also incorporate

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

accessibility, safety and public use.

- The Coordinator will help Crew Leaders and Members develop skills, discipline, and good work habits, while enforcing safety as the priority.
- Will supervise daily operations in compliance with the Personnel Policy and Safety Manual. Must track attendance of each member. Required to stay within the budget as set forth by YCC Grant. This position will be responsible for monthly progress reports for the YCC program, final program report and end of program evaluations of all crew leaders and members. This position will coordinate purchasing of materials, supplies and equipment with the City Projects Coordinator and City Purchase Agent.
- Background in construction / construction management and landscaping preferred.

## RESPONSIBILITIES

<b>Supervision:</b>	Supervision of Youth Conservation Corp (YCC) workers. Supervises more than one group performing similar functions. Has general responsibility for project completion.
<b>Public Contact:</b>	Contacts with people and/or managers regarding routine administrative or technical matters.
<b>Budget:</b>	Required to stay within budget as set forth by YCC grant.
<b>Other:</b>	Other responsibilities as directed.

## GENERAL INFORMATION

The duties/responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.

<b>Education:</b>	High School diploma or GED equivalent.
<b>Experience:</b>	Three (3) years experience in ground maintenance (municipal experience preferred) and construction; and One (1) year supervision required.
<b>Knowledge:</b>	Must be knowledgeable in the methods, materials and techniques used on construction projects. Must possess strong communication skills. Knowledge of budgets.
<b>Certificates/Licenses:</b>	None
<b>Recertification:</b>	None

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**Use of Tools and/or Equipment:**

Pick up, flat bed trucks, trailers, tractors, backhoe, mowers, hand tools, electric drills, power saws and sanders, jack hammer, compressors, trenchers, weed eaters, saws, vacuums, ladders and lift systems.

**WORK ENVIRONMENT**

**Physical Demands:**

Effort is exerted occasionally for short periods of time. Strain periodic but not prolonged. Moderate to heavy lifting (50 to 80 pounds), pushing, pulling, bending. More than normal visual and hearing acuity for precision work. Normally performs in abnormal sitting or standing positions. Moderate Manual dexterity required.

**Hazards:**

Recurring conditions which involve chance of injury. Traveling in automobile will be a regular part of the job.

**Exposures:**

Prolonged and frequent exposure to dust, dirt and extreme temperature or severe outdoor weather conditions. Herbicide, fertilizer, fungicides, insecticides, gravel, water, dirt, grass, plants, top soil, sand, paint, gasoline, oil, diesel and other job related products.