

CITY of AZTEC JOB DESCRIPTION

Job Title:	<u>Temporary</u> Youth Conservation Corp Coordinator
Department:	General Services
Shift:	Mon – Thurs, 40 hours per week April 2016 through August 2016
Pay Plan:	GRD 16.2 \$17.75/hour or DOE
Exempt:	No
Reports To:	City Projects Manager
General Direction From:	General Services Director, City Projects Manager
Position Closes:	<ul style="list-style-type: none">• Applications due by Thursday April 12, 2018 @ 6:00 PM.• Interviews scheduled first week of May 2018.

PURPOSE & NATURE OF JOB

Under general direction of the Projects Manager, 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 will be done at Minium Park (Projects 1-3), Memorial Rose Garden (Projects 4-6), and Rio Animas Park (Alternate Projects 1-3):

Project 1. Splash & Play Shade Structures

- Install two shade structures at Splash Park main entrance.
- Concrete slabs at base of shade structures.

Project 2. Playground Benches

Project 3. Landscaping

- Clear landscape area.
- Lay weed barrier.
- Lay and compact crusher fines

Project 4. Redesign and Landscaping of Rose Garden

- Clear vegetation in Zones A-C
- Re-design irrigation system
- Plant rose bushes (Locations 1-3)
- Plant three (3) new trees
- Lay weed barrier in Zones A-C
- Lay crusher fines in Zones A-C
- Install lighting system at corners of garden (Zones B & C)

Project 5. Landscaping

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employee.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Clear and level
- Extend irrigation system for tree locations
- Plant trees
- Lay weed barrier
- Xeriscape (gravel and/or cobble)

Project 6. RV Dump Station Drive Pad

- Excavate and frame drive pad
- Pour and surface concrete pad

Alternate 1. Picnic Tables

- Clear vegetation
- Assemble picnic tables
- Install picnic tables into concrete footers
- Install trash can at each location
- Mulch trail paths to picnic tables

Alternate 2. Input Ramp

- Clear vegetation
- Lay gravel along ramp
- Lay cobble along border of ramp

Alternate 3. Parking Lot Graveling

- Clear vegetation
- Lay and spread gravel
- Install two (2) trash cans

ESSENTIAL DUTIES

- This position will supervise 3 (three) YCC Crew Leaders and 9 (nine) 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.
- The City of Aztec has identified Cap Walls Park improvements. Members will participate in the multiple phases of the proposed projects, which will also incorporate 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.
- This position will assist in the hiring of YCC employees for 2016. 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 Manager and City Purchase Agent.

- Background in construction and construction management, operations and maintenance of municipal parks and building maintenance and landscaping preferred.

RESPONSIBILITIES

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

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