

CITY of AZTEC

JOB DESCRIPTION

Job Title:	Temporary Youth Conservation Corp Coordinator
Department:	General Services
Shift:	Mon – Thurs, 40 hours per week May 2019 through August 2019
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 11, 2019 @ 6:00 PM.• Interviews scheduled April 22-25.

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 conducted at Riverside Park.

Project 1. New Irrigation and Turf in SW Part of Park

- Clear turf zones of rock, wood, and other debris;
- Trench new irrigation lines;
- Install irrigation

Project 2. Fencing

- Remove old post and cabling, remove rail fence near stage, remove rail fence at northeast end of park;
- Install new post and cabling, install new access gate for vehicles;
- Paint old/existing fence posts to match new posts

Alternate 1. New Irrigation and Turf in NE Part of Park

- Clear turf zones of rock, wood, and other debris;
- Trench new irrigation lines;
- Install irrigation

Alternate 2. Sidewalk and Trail Improvements

- Cut and remove vegetation, weed, etc.;
- Lay mulch along trail surface;
- Back fill along sidewalks with drop-offs (safety need)

ESSENTIAL DUTIES

- This position will supervise 2 (two) YCC Crew Leaders and 10 (ten) 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 Riverside 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 2019. 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.

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

- 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 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.