

## CITY of AZTEC JOB DESCRIPTION

<b>Job Title:</b>	Temporary Youth Conservation Corps <b>Crew Leader</b> (Three to Four positions open)
<b>Department:</b>	General Services
<b>Shift:</b>	<u>40</u> hours per week; Mon – Thurs; 7:00am-5:30pm. Position will end in August. Must be 14-25 years of age as of May 21, 2016
<b>Pay Plan:</b>	\$10.50/hr to \$12.00/hr depending on YCC experience
<b>Exempt:</b>	No
<b>Reports To:</b>	Youth Conservation Corp Coordinator
<b>General Direction From:</b>	YCC Coordinator, City Projects Manager, General Services Director
<b>Position Closes:</b>	<ul style="list-style-type: none"><li>• Letter of reference from previous employer or teacher is required with application (letter cannot be from parent or relative).</li><li>• Applications due by Thursday April 12, 2018 @ 6:00 PM.</li><li>• Interviews scheduled first week of May 2018.</li></ul>

### PURPOSE & NATURE OF JOB

The City of Aztec has identified enhancements to 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)

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

**Project 5. Landscaping**

- 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

Under the general direction of the YCC Coordinator this position performs manual labor.

**ESSENTIAL DUTIES**

Performs a variety of general labor and construction tasks. This position may utilize but is not limited to cordless drill, wrenches, concrete tools - floats, trowels, shovels, wheelbarrow, shovels, brooms, and other miscellaneous tools.

Crew Leader shall be responsible for completing evaluations on assigned YCC Members.

Educational Safety Training Classes required.

**RESPONSIBILITIES**

<b>Supervision:</b>	N/A
<b>Public Contact:</b>	Minimal contact with public; routine contact with other workers.
<b>Budget:</b>	N/A
<b>Other:</b>	Will lead a crew as assigned by the YCC Coordinator. Responsible for the execution of projects, along with participation

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in various trainings as well safety and team building.

## 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, including lift test, and drug screen.
- Must have a valid driver's license.
- Must be between the ages of 18-25.
- Must be currently unemployed.
- Must be a New Mexico resident.
- May be subject to random drug/alcohol testing as per city personnel policy.

**Education:** Preferable continuing high school, college or vocational training.

**Experience:** Prior experience working with youth preferred.

**Knowledge:** Must be willing to become knowledgeable in safety and team building trainings.

**Certificates/Licenses:** N/A

**Recertification:** N/A

**Use of Tools and/or Equipment:** Tractors, pick-up trucks, flat bed trucks, backhoe, and hand tools, including power tools

## WORK ENVIRONMENT

**Physical Demands:** Effort is prolonged and frequent. Strain may be extended in duration. Effort involves heavy lifting (50 – 80 lbs), pushing, and pulling with excessive crouching, stooping or lying in prone position. Could involve intense strain on sight and hearing. High manual dexterity is required.

**Hazards:** Recurring conditions which involve change of injury. Regular travel in vehicle may be part of this position.

**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.