

CITY of AZTEC JOB DESCRIPTION

Job Title:	Temporary Youth Conservation Corps Crew Leader (TWO positions open)
Department:	General Services
Shift:	<u>40</u> hours per week; Mon – Thurs; 7:00am-5:30pm. Position will end in August. Must be 18 years of age as of May 28, 2019
Pay Plan:	\$10.50/hr to \$12.00/hr depending on YCC experience
Exempt:	No
Reports To:	Youth Conservation Corp Coordinator
General Direction From:	YCC Coordinator, City Projects Manager, General Services Director
Position Closes:	<ul style="list-style-type: none">• Letter of reference from previous employer or teacher is required with application (letter cannot be from parent or relative).• Applications due by Thursday April 11, 2019 @ 6:00 PM.• Interviews scheduled April 22-25.

PURPOSE & NATURE OF JOB

Under the general direction of the YCC Coordinator this position performs manual labor. 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
- Till Ground
- Spread Grass seed

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
- Till ground
- Spread grass seed

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

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

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

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.

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 chance 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.