

CITY of AZTEC JOB DESCRIPTION

Job Title:	Temporary Youth Conservation Corps Member (YCC) (Fourteen positions open including alternates)
Department:	General Services
Shift:	32 hours per week 14-15 yrs of age; Mon – Thurs; 7:30 am-4:00 pm 36 hours per week 16+ yrs of age; Mon-Thurs; 7:30 am-5:00 pm Position will end in August.
Pay Plan:	\$8.50/hr to \$10.00/hr depending on YCC experience Must be 14-25 years of age as of May 28, 2019
Exempt:	No
Reports To:	YCC Crew Leader / YCC Coordinator
General Direction From:	YCC Coordinator
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.• Aztec students preferred.

PURPOSE & NATURE OF JOB

Under the general direction of the YCC Coordinator and Crew Leaders. This is unskilled work in the performance of tasks involving manual labor. Participation in classroom instruction will be required. 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.

Educational Safety Training Classes required.

RESPONSIBILITIES

Supervision:	N/A
Public Contact:	Minimal contact with public; routine contact with other workers
Budget:	N/A
Other:	Responsible for the development and execution of the noted projects, along with participation in various trainings as well as safety and team building.

GENERAL INFORMATION

The duties/responsibilities listed 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 be 14-25 years of age (as of May 28, 2019) in accordance with the New Mexico Youth Conservation Corp Commission.
- Must be unemployed.
- Must be a New Mexico resident.
- Must have a valid driver’s license if 16 or over.

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.

- Under 16, a work permit is required.
- May be subject to random drug/alcohol testing as per City Personnel Policy.

Education: Preferable continuing high school, college or vocational training. Basic education and literacy required for youth age 14 to 19.

Experience: No experience required of regular members.

Youth with no YCC experience will be compensated \$8.00/hr; youth with YCC experience will be compensated based on years of documented YCC experience from \$9.00/hr to \$10.00/hr

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: Hand tools, small power tools, rakes, shovels, brooms

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. Daily travel in a 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.