

## CITY of AZTEC JOB DESCRIPTION

<b>Job Title:</b>	Temporary Youth Conservation Corps Member (YCC) (Twenty three positions open including alternates)
<b>Department:</b>	General Services
<b>Shift:</b>	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.
<b>Pay Plan:</b>	\$8.50/hr to \$10.00/hr depending on YCC experience Must be 14-25 years of age as of May 21, 2018
<b>Exempt:</b>	No
<b>Reports To:</b>	YCC Crew Leader / YCC Coordinator
<b>General Direction From:</b>	YCC Coordinator
<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)

**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 and Crew Leaders. This is unskilled work in the performance of tasks involving manual labor. Participation in classroom instruction will be required.

**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

<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>	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 27, 2013) 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.
- 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. YCC members working on Animas River Trail art project must have Aztec High School Art Department recommendation (instructor Zack Pettijohn)

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.