

# CALIFORNIA CONSERVATION CORPS

## POSITION DUTY STATEMENT

WORKING TITLE OF POSITION: Conservationist I	REPORTING UNIT NUMBER: 715	
DIVISION/BRANCH OR CENTER: Region I/ Ukiah Center	LOCATION: Ukiah, CA	
CLASS TITLE: Conservationist I	POSITION NUMBER: 533-715-1029-008	EFFECTIVE DATE: January 2022

### Supervision Exercised

NUMBER <b>8-15</b>	DIRECT SUPERVISION CLASSIFICATION <b>Corpsmembers</b>	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
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Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

35%	<p>Under the direction of the Conservationist Supervisor, the Conservationist I, performs the following duties:</p> <p><b>Supervise, Train and Evaluate Corpsmembers.</b></p> <ul style="list-style-type: none"> <li>Supervise a crew of young men and women (corpsmembers) working on public service conservation projects in urban and rural areas. Some projects may be in remote areas of California.</li> <li>Teach corpsmembers the importance of work productivity, teamwork, safe work habits and discipline on work projects. Responsible to follow CCC-established discipline policies and hold corpsmembers accountable for their behavior. Recommend disciplinary action when necessary. Evaluate corpsmembers' performance.</li> <li>Instruct corpsmembers in the protection and conservation of California's natural resources.</li> <li>Instruct corpsmembers in skills such as: energy auditing, energy conservation measure installation, data entry, report generation, etc.</li> <li>Respond to emergencies such as wild land fires, floods, pest eradication and mudslides. Ability to take immediate action in life-threatening situations.</li> <li>Directs Corpsmembers and specialists performing energy audits on buildings; often without technical assistance provided by sponsor on spike.</li> <li>Plan and implement work while on spike, often in remote areas.</li> </ul>
35%	<p><b>Teach, Direct and Counsel Corpsmembers.</b></p> <ul style="list-style-type: none"> <li>Develop Corpsmembers' leadership skills. Recommend corpsmembers as candidates for the CCC Leadership Training Program. Mentor corpsmember leaders.</li> <li>Supervision of corpsmembers during non-work hours (night and weekend supervision and/or spikes, if assigned). Monitor dormitories and ensure the health and safety of all corpsmembers on CCC facilities. Provide informal counseling to corpsmembers; refer to formal counseling, if needed.</li> <li>Monitor the educational attainment of corpsmembers engaged in non-work educational opportunities. Provide feedback and evaluation to corpsmembers.</li> <li>Respond to evening and weekend emergency situations.</li> </ul>
15%	<p><b>Care, Maintenance and Security of State Equipment and Property.</b></p> <ul style="list-style-type: none"> <li>Inspect vehicles and equipment to ensure safe operation; recommend repairs and maintenance.</li> <li>Drive and operate state vehicles and equipment, perform minor repairs and maintenance.</li> <li>Identify, select and train corpsmember drivers. Assist in their attainment of a Commercial Driver License and CCC-sponsored driver training course(s).</li> </ul>
15%	<p><b>Recordkeeping and Personnel Administration.</b></p> <ul style="list-style-type: none"> <li>Maintain time and leave records, approves leaves, accrual of CTO.</li> <li>Develops supervisor's reports of injuries, disciplinary reports and weekly project and safety reports.</li> <li>Document conservation awareness activities.</li> </ul>

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_