



## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Assistant Field Manager – Western Colorado Conservation Corps</b>
Division	Western Colorado Conservation Corps
Effective Date	
Location	Office in Grand Junction, CO. Crews will serve throughout Western Colorado in counties including Mesa, Delta, Montrose, and Gunnison. Crews based in either Grand Junction or Gunnison but serve throughout the region.

### General Information

Status: FT, PT, or PRN	Full-time
Approximate hours per week	40
Position Reports to	Field Managers
Hourly Rate	\$17.25-\$17.95 per hour plus benefits (PTO, Sick-Time, Health Insurance, IRA Match)
Exempt / Non-Exempt	Non-Exempt
<p>Equal Pay Act Status: This salary range is based on singularly or in combination of the following categories:</p> <ul style="list-style-type: none"> <li>• Seniority</li> <li>• Merit</li> <li>• Quantity/Quality</li> <li>• Geographic</li> <li>• Education</li> <li>• Travel Requirements</li> </ul>	

### Company Overview

At the Western Colorado Conservation Corps, we offer opportunities for young adults to spend a season participating in meaningful conservation projects throughout Western Colorado. Projects may include a variety of trail construction/maintenance, fence construction/removal, invasive species removal, wildfire fuels reduction, habitat restoration and/or historic preservation work. All members and leaders will participate in service projects, daily camp chores, and educational activities. Throughout the week (Sun-Thurs) crews will work in different environments and arduous weather conditions. Spending a season with the WCCC can be a rewarding and life changing experience. Successful candidates will demonstrate a commitment to service, diversity, self-development, and the team environment.

### Position Purpose (Summary)

Provides support and as a back-up to the Field Managers in the day-to-day operations of the corps projects. Ensure that crew-based programs operate efficiently, effectively, and with the greatest positive impact for both program participants and project partners.

## Types of Crews

- Traditional 10-person(s)
- Three to ten-person USFS Trail Crew(s)
- 3-person USFS Herbicide Crew(s)
- Women's Fire Crew(s)
- 3-person Backcountry CDT Crew
- YCC Colorado National Monument Crew Leader
- 3-Person Riparian Restoration Crew
- 3-Person Riparian Monitoring Crew

## Essential Job Functions

### Project Implementation

- Ensure that equipment and materials are available on schedule.
- Ensure that safe working procedures are followed.
- Manage and enforce policies and procedures in relation to tools & equipment, safety program, and fleet equipment, and assess the needs in these areas as well as update policy documents as needed.

### Project Monitoring

- Observe work in progress and inspect the completed work for compliance with specifications, quality, and quantity.
- Evaluate overall project success.
- Travel to and camp at remote sites throughout Western Colorado; regularly for up to three nights per week, with the possibility of four nights in a week.
- Perform working hours in a flexible schedule due to varying projects.

### Supervision and Training

- Assist the Field Managers in providing day-to-day direction and communicating information to the Project Leaders.
- Assist the Field Managers in organizing and implementing orientation and training for Project Leaders and Corps.
- Provide supervision for the Project Leaders.
- Ensures crew work is completed on time according to specifications.
- Communicates regularly with project sponsors.
- Implement training for Project Leaders and the Corps, as necessary.
- Cooperate with the Lead Instructor to ensure efficient and quality delivery of the education program.
- Act as a Crew Leader in the absence of a Crew Leader on a project.
- Act as a liaison with Projects Sponsors by maintaining regular contact with all work/service sponsors before, during, and after the implementation of projects.
- Ensure that any sponsor conflicts are dealt with appropriately, effectively, and immediately.

### Record Keeping

- Assist Field Managers & Crew Leaders in keeping systematic project records in writing to be maintained in project folders or individual youth files.
- Maintain familiarity with all documents pertaining to each project including agreements, budgets, project profiles, etc.
- Maintain inventories of tools & equipment, supplies, and vehicles.

- Keep records on trainings Project Leaders have gone through.
- Keep weekly 'daily reports' for all projects, and prepare reports for individual files concerning accident forms, personal health issues, and youth behaviors.

## Program Support

- Perform other support duties, such as management of daily routines, data entry, staff/crew scheduling and support.
- Maintain familiarity and understanding of the specifications and requirements of all ongoing and upcoming projects.
- Meet Corps teams each morning at designated meeting site.
- Other job-related duties as assigned.

## Knowledge, Skills, Abilities, and Other Characteristics

- Must be at least 21 years of age with a valid driver license and clean driving record due to required job tasks.
- Hands on physical labor experience preferred.
- Provide proof of eligibility to work in the United States.
- Lead/serve on diverse teams or with a diverse range of people.
- Pre-employment background screening (State, Sex Offender, FBI fingerprint).
- Strong organization skills, ability to work independently but also collectively, self-motivated, confident, flexible, and open minded.
- Proficiently and safely operate a chainsaw and hand tools (S212 A Level or equivalent preferred).
- Operate office equipment, telephone, and computer.
- Drive an organizational vehicle.
- Remain flexible, adaptable, and capable of working in a fluid, changing environment.
- Outstanding organizations and time management skills, and ability to prioritize.
- Excellent task management skills.
- Technical conservation skills including A or B sawyer certifications, crosscut saws, trail layout and design, trail construction and maintenance, stone masonry, fence construction and maintenance, project planning and implementation, project management, small engine repair, hand tool maintenance and repair, Wilderness First Aid or Wilderness First Responder certification, GIS experience or certification preferred.
- Excellent communication skills including verbal, written and presentation.
- Self-motivated, decisive and ability to work independently.
- Organize, direct, and relate with young people and provide positive role modeling.
- Implement corps member discipline if needed.
- Knowledge of management methods.
- Communicate effectively and work with a variety of individuals and agencies.
- Knowledge of methods of group instruction, motivation, team building, teaching, and counseling.
- Knowledge of construction techniques, trail/field work, outdoor survival and low impact camping skills, knowledge of Leave No Trace principles preferred.
- Knowledge of the local area.
- Proficiency as a trainer and teacher of work habits and skills. Comfortable creating, teaching, and presenting training classes.
- Flexibility, adaptability, and function well independently and under pressure.
- Experience with computers (Microsoft Windows, Microsoft Office).

## Education and Experience Requirements

- High School diploma strongly preferred.
- Strongly prefer two years of college/work experience. Vocational or technical training in carpentry, construction, horticulture, landscape, architecture, forestry, natural resource management, conservation, environmental studies, park management, counseling, teaching, social work, or related field is strongly preferred.

- Strongly prefer two years of supervisory experience working in a setting involving youth/young adults, preferably in an on-the-job training or work program, as well as experience in project management under deadline required.
- Strong technical field skills (especially trail techniques, construction, landscaping, and conservation helpful as well as experience with human service agencies/projects) preferred.
- Experience with the safe operation of power tools, chainsaws, clearing saws and hand tools desirable.

## Physical Aspects of the Job

### Physical Activities

**This position requires daily hikes for up to 12 miles.**

	Amount of Time			
	-1/3	1/3	2/3	2/3+
Stand				X
Walk				X
Push			X	
Pull			X	
Carry objects			X	
Crawl	X			
Squat			X	
Sit		X		
Use fine motor skills				X
Repetitive motion (wrist)				X
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch			X	
Talk or hear				X
Taste or smell	X			
Using Telephone/Headset/Ear Buds		X		
Using Computer, mouse, keyboard		X		
Critical Thinking Skills				X

### Lifting Requirements

	Amount of Time			
	-1/3	1/3	2/3	2/3+
Up to 10 lbs.				X
Up to 25 lbs.				X

Up to 50 lbs.  
 Up to 100 lbs.  
 More than 100 lbs.  
 Repetitive lifting  
 Pushing, Pulling or Carrying

	X		
X			
X			
		X	
		X	

## **Work Environment**

**The work environment is in an office environment.**

	Amount of Time			
	-1/3	1/3	2/3	2/3+
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions				X
Risk of electrical shock	X			
Exposure to radiation	X			
Vibration			X	
Work in confined spaces	X			
Exposure to blood borne pathogens	X			

## **Vision Requirements**

1. Close vision (clear vision at 20 inches or less).
2. Distance vision (clear vision at 20 feet or more).
3. Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point).
4. Depth perception (three-dimensional vision, judge distances and spatial relationships).
5. Adjust focus.
6. No special vision requirements.

## **Noise Level**

1. Very quiet (examples: forest trail, isolation booth for hearing test).
2. Quiet (examples: library, private office).
3. Moderate noise (examples: business office with computers and printers, light traffic).
4. Loud (examples: metal can manufacturing department, large earth-moving equipment).
5. Very loud (examples: jack hammer work, front row at rock concert).

## Disclaimers

- WCCC was able to operate at reduced capacity during the 2020 season with strict protocol and guidelines to address the risk of COVID-19. To ensure the safety of all our participants and communities, WCCC reserves the right to make programmatic changes as deemed necessary during the 2021 and forward seasons.
- The Western Colorado Conservation Corps of Partners is an equal opportunity employer. This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or religion. Qualified individuals with disabilities who need accommodations during the application, interview, hiring process or for service may make arrangements by contacting (970) 241-1027.

## ACKNOWLEDGEMENT

I have reviewed this job description with my supervisor and have been given a copy for my records. I agree to perform all duties mentioned to the best of my abilities. I understand my job duties may change as the needs of the department change. I further agree to notify my supervisor if I am unable to complete my job duties. Nothing in this job description changes the "at-will" status of my employment.

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Employee Print Name

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Employee Signature

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Date

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Supervisor Signature

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Date

## COPY OFFERED TO EMPLOYEE

Employee please initial:

Copy Accepted:

Copy Unwanted: