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| **JOB DESCRIPTION** |
| **JOB TITLE** | **Field Manager – Western Colorado Conservation Corps** |
| 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. |
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| **General Information** |
| Status: FT, PT, or PRN | Full-time |
| Approximate hours per week | 40 |
| Position Reports to | WCCC Director and Associate Director |
| Exempt / Non-Exempt | Non-Exempt |
|  | Equal Pay Act Status: This salary range is based on singularly or in combination of the following categories:* Seniority
* Merit
* Quantity/Quality
* Geographic
* Education
* Travel Requirements
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| **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 (Mon-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.  |

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| **Position Purpose (Summary)** |
| Ensure that crew-based programs operate efficiently, effectively, and with the greatest positive impact for both program participants and project partners. |

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| **Essential Job Functions** |
| General Duties* Plan and oversee implementation of WCCC projects.
* Work with WCCC leadership team and staff to conduct and manage all aspects of field-based projects including ensuring compliance with all WCCC and Mesa Partners policies, safe crew operations, successful completion of work projects, satisfied project partners, and a meaningful experience for participants.
* Implement, maintain, and refine program policies and procedures.
* Implement and monitor program tracking and reporting systems.
* Review, analyze, evaluate, and report on project data.
* Visit crews in the field to assess the quality of program implementation.
* Supervise staff directly and remotely throughout western Colorado.
* Develop and maintain a good working relationship with WCCC and Mesa Partners Staff, funders, community representatives, project partners, Corps members and Leaders.
* Directly manage day-to-day tasks of Assistant Field Managers and Leaders and will provide leadership and guidance to members.
* Represent WCCC and Mesa Partners at conferences, fundraisers, community, and other events.
* Foster a collaborative approach to program delivery.
* Work through periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours.

Management Responsibilities:* Ensure compliance with all Mesa Partners and WCCC field policies and procedures; ensure risk-management practices are effective and observed.
* Convene and facilitate regular meetings with Assistant Field Managers and Crew Leaders.
* Participate on committees as assigned.
* In participation with WCCC staff, help develop and identify new opportunities for projects.

Supervisory Responsibilities:* Participate in the hiring, training, management and evaluation of Assistant Field Managers and Crew Leaders.
* Provide ongoing feedback, coaching and evaluation of Assistant Field Managers and Crew Leaders.
* Work with WCCC staff and leadership to address disciplinary actions.
* Provide administrative, logistical, and counseling support to staff and crews.

Training Responsibilities:* With assistance from WCCC staff, develop training schedule for Assistant Field Managers, Crew Leaders, and crews.
* Train Crew Leaders and Corps members with the necessary skills needed to conduct WCCC projects safely and efficiently.

Administrative Responsibilities:* Ensure crew programs comply with Mesa Partners and WCCC protocols and policies.
* Work closely with all administrative staff in a supportive, collaborative, and collegial manner.
* Support Assistant Field Managers and Crew Leaders and promote an effective and efficient work environment.
* Perform office administration duties such as phone calls, email, filing, mailing, etc.
* Other job-related duties as assigned.
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| **Knowledge, Skills, Abilities, and Other Characteristics** |
| * Strong organization skills, ability to work independently but also collectively, self-motivated, confident, flexible, and open minded.
* 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 B or C Faller certifications, crosscut saws, trail layout and design, trail construction and maintenance, stone masonry, fence construction and maintenance, project estimation, project implementation, project management, small engine repair, hand tool maintenance and repair, Wilderness First Aid or Wilderness First Responder certification.
* Excellent communication skills including verbal, written and presentation.
* Self-motivated, decisive and ability to work independently.
* Monitor/Assess performance of yourself, other individuals, or organizations to make improvements or take corrective action.
* Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
* Talk to others to convey information effectively.
* Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
* Understand written sentences and paragraphs in work related documents.
* Adjust actions in relation to others' actions.
* Teach others how to do something.
* Be aware of others' reactions and understanding why they react as they do.
* Actively look for ways to help people.
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| **Education and Experience Requirements** |
| * High School diploma preferred.
* Two years of college/work experience, vocational or technical training in carpentry, construction, horticulture, landscape, architecture, forestry, resource management, conservation, environmental studies, park management, counseling, teaching, social work, or related field is strongly preferred.
* 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) required.
* Experience with the safe operation of power tools, chainsaws, clearing saws and hand tools desirable.
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| **Seasons for Work** |
| * Spring
* Summer
* Fall
* Winter
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| **Physical Aspects of the Job** |

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| **Physical Activities****This position requires hikes for up to 12 miles often.** |
|  | 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 |
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| **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. |  | X |  |  |  |
| Up to 100 lbs. |  | X |  |  |  |
| More than 100 lbs. |  | X |  |  |  |
| Repetitive lifting |  | X |  |  |  |
| Pushing, Pulling or Carrying |  |  | X |  |  |
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| **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 |  |  |  |
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| **Vision Requirements** |
| 1. Close vision (clear vision at 20 inches or less).
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| 1. Distance vision (clear vision at 20 feet or more).
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| 1. 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).
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| 1. Depth perception (three-dimensional vision, judge distances and spatial relationships).
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| 1. Adjust focus.
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| 1. No special vision requirements.
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| **Noise Level** |
| 1. Very quiet (examples: forest trail, isolation booth for hearing test).
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| 1. Quiet (examples: library, private office).
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| 1. Moderate noise (examples: business office with computers and printers, light traffic).
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| 1. Loud (examples: metal can manufacturing department, large earth-moving equipment).

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| **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.
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