

San Jose Conservation Corps

Field Site Supervisor

Job Description

Level 3

Under the direction of the Department Director, the Field Site Supervisor is responsible for the day-to-day tasks of the field project, and the supervision and development of a crew of at-risk youth.

Typical Duties/Responsibilities include:

Project Work (1.Rehab and maintenance of houses, apartments and buildings)
(2. Grounds keeping, landscaping and maintenance in parks, creeks, dams and recreation facilities.)

- Transport crew to job site with equipment trailer in tow
- Work on projects that include the some of the following trades: carpentry, masonry, plumbing, electrical, roofing, painting, landscaping and environmental services
- Communicating with project sponsor, sub-contractor or contractor
- Organizing the crew to work efficiently
- Build an outstanding production team by developing corpsmembers and working with corpsmembers to build and support a team environment
- Train corpsmembers in project skills (Different Trades)
- Assuring the crew performs quality work
- Completing projects in the time allotted
- Determine manpower levels
- Determine material quantities and equipment requirements
- Ensure that the SJCC/Charter school policies and high standards are upheld and implemented on the job site.
- Collaborate with program staff
- Demonstrate role model behaviors on ethics and integrity as well as positively promoting company culture
- Take appropriate safety precautions in the performance of job duties
- Oversee maintenance of vehicle, radios, keys and gas cards

Corpsmember Development

- Be a mentor/role model to corpsmember
- Build a good rapport with each corpsmember
- Assist corpsmembers in defining goals and creating a plan to reach those goals
- Provide constant feedback on corpsmembers performance
- Consistently apply discipline as necessary
- Train corpsmembers in proper work ethic, attitude and personal appearance
- Develop, implement and monitor the corpsmember education and training plan, related to technical and personal skills needed to complete service assignments, including the required training in CPR/First Aid, communication and conflict resolution

Safety

- Conduct tailgate safety meetings weekly or at the start of each new project
- Conduct tailgate safety meetings after any accidents
- Keep written record of all safety meetings held and topics discussed
- Assure that corpsmembers wear proper safety gear at all times
- Complete paperwork for every accident reported Assure that corpsmembers work safely at all times
- Identify common safety hazards
- Read and understand product labels

DO NOT REPRODUCE

© San Jose Conservation Corps
Field Site Supervisor Job Description
5.2.2011

Paperwork

- Maintain accurate daily attendance rosters for corpsmembers payment and project billing
- Evaluate all corpsmembers on crew once per month using the evaluation guidelines
- Fill out proper disciplinary forms as necessary and provide to Project Director
- Maintain simple records of activities, as requested or required by department

Education: G.E.D. or high school diploma required.

Experience: Two to five years of supervisory experience working with young adults, preferably in an on-the-job work training program or a conservation corps/ YouthBuild setting. Construction/landscaping journey person level in any of the following areas: resource and park management, construction-carpentry, masonry, electrical, plumbing, sheetrock, roofing, landscaping and painting.

Additional Required/Desirable Skills/Qualities:

- Possesses a C27 License
- Possession of California department of pesticide regulations qualified applicator's certificate (QAC)
- The ability to solve problems in the field with minimal assistance.
- Adult Vocational teaching Credential – Landscaping at plus
- Strong commitment to improving the quality of life for urban youth.
- The ability to use, and teach others to use, power and hand tools safely.
- Knowledge of safe working practices and first aid.
- Class B license with passenger endorsement or the ability to acquire one. Clean DMV record **A MUST!**
- The ability to maintain detailed records and documentation.
- Bi-lingual (English and any other language) a plus.
- Ability to know construction and landscape materials and procedures
- Ability to participate in the determination of work related needs such as personnel, equipment and supplies in the planning and scheduling of work activities.
- Good verbal and written skills
- Computer literate
- Customer service experience-able to identify and resolve customers concerns

Compensation and Benefits: Hourly Rate \$19 and full benefits

San Jose Conservation Corps is an equal opportunity employer/program
Auxiliary aids/services available upon request for individual with disabilities
TTY if applicable

Application Process:

Resume and cover letter should be submitted by **04/25/2011** to:

San Jose Conservation Corps & Charter School

2650 Senter Rd., San Jose, CA 95111

Email: Janeth@sjcccharterschool.org

FAX: 408-288-6521

DO NOT REPRODUCE

© San Jose Conservation Corps

Field Site Supervisor Job Description

5.2.2011