

REDWOOD COMMUNITY ACTION AGENCY
Peninsula Site Captain
(Natural Resource Services Division)

****POSITION PURPOSE****

Under the general direction of the RCAA Project Coordinator or Humboldt Bay Harbor District staff, the Peninsula Site Captains lead cleanup, litter abatement, and/or beautification activities in designated areas of the Samoa Peninsula and along the Great Redwood Trail Agency (GRTA) corridor on the Samoa Peninsula, around Humboldt Bay, to Loleta. Employees in this role receive limited supervision within a framework of standard policies and procedures. The position involves responsible manual labor. The Site Captain will primarily lead or join a crew focused on removing litter and other waste, as well as eradicating invasive plants from local ecosystems in Humboldt Bay and other assigned projects. Responsibilities will include site reconnaissance, addressing issues using manual, mechanical, or cultural methods, and maintaining tools.

This is a part-time position, requiring 20 hours per week, typically spread over 3 to 4 days each week starting in late summer/early fall of 2026 through July 2027. Work must occur on Monday and Friday of each week to clean up and prepare for weekend recreators. Funding for this position is secured through Caltrans' Clean California Community Cleanup and Employment Pathways Grant, which funds 7 months of work at 20 hours per week. Site captains may break up work hours as they like (e.g., work less in the wet winter months and more in the Spring/Summer), as long as work does not exceed 20 hours per week or go beyond the 7 months of funding. The RCAA Project Coordinator will keep track of Site Captain hours.

ESSENTIAL JOB FUNCTIONS

Specific Tasks:

- Maintain litter-free stretches of the Samoa Peninsula and sometimes work on other beautification projects (weed the garden beds at Manila Park)
- Lead beautification activities that may include native weeding and planting, fence upgrading/ building, sign installation, graffiti removal, building gardens, applying mulch/ woodchips, spreading gravel, and other identified activities
- Participate in the activities of assigned youth crews in the performance of a variety of manual labor activities
- Remove and dispose of waste daily at Humboldt Bay Waste Management Authority (HWMA)
- Remove and dispose of invasive plants.
- Operate various power and/or hand tools and equipment commonly used in manual labor activities
- Work with RCAA Youth Crews on large cleanup/ beautification projects along the (GRTA) corridor on the Peninsula, around the Bay, and in Loleta
- Identify, in collaboration with the Humboldt Bay Harbor District and RCAA, areas for cleanup and beautification.

- Participate in weekend cleanup and community dumpster day events such as the Peninsula Community Collaborative-led California Coastal Cleanup Day
- Other tasks as needed.

JOB REQUIREMENTS

- Must be a resident of the Samoa Peninsula
- Able to work weekdays with weekend availability.

Ability To:

- Develop and maintain cooperative and effective relationships with co-workers and other Agency staff, and must relate well with public.
- Relate to and work with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate.
- Perform all job responsibilities with a minimum of training and program orientation; and have the ability to work independently with minimal supervision.
- Maintain high production levels and quality standards.
- Maintain a professional, confidential work environment.
- Conduct self in a professional, courteous and cooperative manner at all times; and maintain a professional standard based on RCAA's Personnel Policies & Procedures Handbook and the Employee Code of Conduct
- Ensure and protect Agency, employee, program and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.
- Use of personal vehicle is preferred but not required to access job site and HWMA, and mileage will be compensated. Use of Harbor District vehicle may be available.
- Follow industry standards, techniques and applications as they relate to the operation and maintenance of various hand and power tools
- On-site safety procedures

OTHER REQUIREMENTS

- Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law
- Possession of valid California's Driver's License and acceptable DMV driving record
- Submit to fingerprinting for criminal record clearance and background check with acceptable results
- Must have current tetanus immunization or willingness to obtain one
- Must have an effective means of communication at all times; a home or cell phone and the ability to accept voicemail messages

NOTE FOR ALL EMPLOYEES

- This job description should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents may be required to follow instructions and perform other duties as required by their supervisor.

- This position is considered a “**safety-sensitive**” job and will be subject to RCAA’s “Substance / Alcohol Abuse” policy. This policy was/is included in your new hire packet and is available from the Human Resources Department at any time.
- RCAA is an “**Essential Business**” that continues to operate during unexpected events, such as: earthquake, natural disaster or a public health emergency. Thus, employees of RCAA are expected to continue to perform their jobs while taking all appropriate safety precautions.

PHYSICAL / LABOR INTENSIVE REQUIREMENTS OF THE POSITION

The employee must have the ability to work in natural resource restoration and beautification which includes revegetation, invasive removal, litter abatement, and community infrastructure improvement. Must also be able to perform these physical requirements of the position with or without reasonable accommodations:

- Move and lift heavy items (40-75 lbs.) on a regular basis
- Walk, climb and hike up and down steep slopes/hills, with loose rock, thick brush, and/or walk on slippery marsh plain
- Ability to be on your feet for extended periods of time and work outside in inclement weather
- Perform repetitive motion tasks, such as weed-eating, digging, planting holes, pounding in stakes, stooping, bending, reaching, pulling, etc.
- Ability to use various hand and power tools

EXECUTIVE DIRECTOR

DATE

DIRECTOR OF HUMAN RESOURCES

DATE

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

I have read, understand, and agree to perform the job functions as outlined above:

Print Name

Signature

Date