

REDWOOD COMMUNITY ACTION AGENCY
Natural Resources Services Division
RESTORATION FIELD CREW SUPERVISOR
JOB ANNOUNCEMENT

JOB TITLE: RESTORATION FIELD CREW SUPERVISOR

STATUS: Fulltime plus complete benefit package

PAY RATE: \$25.00 per hour, 40 hours weekly

AVAILABLE: Immediately

DEADLINE: Open until filled; interviews will take place as qualified applicants are received

APPLICATION PROCESS:

Required [Employment Application](http://www.rcaa.org/employment-application) and instructions for submitting your application materials are available at www.rcaa.org/employment-opportunities a resume with your application is highly recommended.

PLEASE NOTE: Not all applicants will be selected for interviews. Only candidates selected for interviews will be contacted regarding their status. Late applications (if a deadline is listed), incomplete applications or resumes without applications will not be accepted.

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POSITION PURPOSE

Under the general direction of the Division Director or their designee, the Field Crew Supervisor provides primary supervision to all Field Crew and assigned projects. The Field Crew Supervisor also

provides technical support to any project or crew and may assist with the scheduling of field crews. The Field Crew Supervisor is responsible for the application of safety procedures on-site and ensures proper use, maintenance and storage of field equipment and vehicles. The Field Crew Supervisor is both self-directed and capable of directing and motivating other Field Crew; and will assist with the development of work plans; personnel training, quality assurance inspections and corrections of all field work completed by RCAA crews and subcontractors. This position is a field rated, labor intensive position, with some administrative tasks done in the office.

- The Field Crew Supervisor job description is a template for all of RCAA's Field Crew Supervisor's across all of our programs. Please note that the Supervisor may or may not be expected to do all of the tasks listed on the job description template as that is determined by the program you are working under (see last page for required tasks under SPECIFICS).

ESSENTIAL JOB FUNCTIONS

Specific Tasks:

- Responsible for the application of on-site safety procedures and ensures proper use, maintenance, and storage of field equipment, tools, and vehicles.
- Responsible for the organization of inventory, its purchase and storage.
- Responsible for maintaining high production standards and meeting good outcomes.
- Responsible for tracking daily field crew progress and maintaining high production standards.
- Encourage and facilitate clear communication between crew members.
- Assists with the hiring, training, and performance evaluations of all field crew members.
- Ensures compliance with OSHA requirements and work safety rules.

JOB REQUIREMENTS

Knowledge of and Experience With:

- Development of professional working relationships with landowners/landlords, public agencies, subcontractors, businesses and other community organizations.
- Various government agencies rules and regulations that govern the division's activities.
- PC computers, Microsoft Word and Excel, other office-related software and office equipment.
- Basic first aid and safety procedures.
- Supervising field crew staff, including assigning tasks, overseeing performance of tasks, and tracking daily progress on assigned tasks.

Ability To:

- Understand and implement written and verbal instructions with a high degree of accuracy.
- Accurately estimate materials and costs required for jobs or projects.
 - Communicate effectively in written and oral form; this includes filling out work orders or reports, etc. in a clear, legible manner.
 - Develop and maintain cooperative and effective relationships with co-workers and other Agency staff and must relate well with clients.
 - 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.

- Ensure that the crew members completed work also meets all of expectations of their job description.
- Coordinate implementation of a project with other assigned activities responsibly and effectively.
 - 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.
- Conduct self in a professional, courteous and cooperative manner at all times; and maintain a professional standard based on RCAA's Personnel Policies and Procedures Handbook and the Employee Code of Conduct

SPECIFIC QUALIFICATIONS & EXPECTATIONS FOR THE NRS RESTORATION FIELD CREW SUPERVISOR – Working under the direction of the Division Director, or their designee; the NRS Restoration Field Crew Supervisor is responsible for all facets of supervising the field crew, and will also be expected to participate in field crew projects working alongside crew members while performing manual labor tasks.

POSITION PURPOSE

The Field Crew Supervisor provides primary on-site supervision to assigned field projects of simple to moderate complexity. On assigned projects, they may also assist with the development of project implementation, strategies and logistics, and scheduling for field equipment and crews. The Field Crew Supervisor may also provide project technical, equipment, and safety-related support to any project within the NRS division. The Field Crew Supervisor is both self-directed and capable of directing, motivating, or disciplining Field Crew, Field Assistants and contracted work crews (i.e. CCC's). At any one time, the Field Crew Supervisor may undertake primary implementation responsibility for one small to medium, moderately complex project at a time. The Field Crew Supervisor may assist in development of project designs, including budgets, grant, contract, and foundation proposals, with oversight.

MINIMUM QUALIFICATIONS

- Associate of Science or Bachelor of Science Degree in a natural resources field of study; equivalent experience may be substituted for education on a year-by-year basis.
- Three to four (3-4) year's work experience implementing natural resources planning, watershed improvement, or restoration projects.
- Two (2) year's supervisory experience overseeing several field staff, volunteers and/or technical staff.
- Demonstrated commitment to fostering environmental and social well-being.
- Possess a high degree of organizational skills for scheduling field crew at multiple job sites.

DESIRABLE QUALIFICATIONS

- Exposure to both the non-profit and for-profit sectors; reviewing contracts or proposal writing.
- Knowledge of the agencies, organizations, and issues specific to planning and natural resource management in Humboldt County.
- Knowledge of cartography and other graphics processing either manually or via computer.
- Familiarity with both urban and wild land resource management and planning.
- Experience implementing small projects with a budget of at least \$2500.
- One (1) year of experience supervising heavy equipment.

ESSENTIAL JOB FUNCTIONS

Specific Tasks:

- Development of project implementation strategies and techniques.
- Responsible for mobilization of daily crews, equipment, and material acquisition.
- Coordination, scheduling, and direction of project work crews and/or subcontracted equipment and operators.
- Maintenance of high-quality work standards, and meeting production standards and task timelines.
- Sensitively interact with and represent RCAA to the media, landowners, and project funding sources and regulators, as appropriate.
- The Field Supervisor may also provide project technical, equipment, and safety-related support to any project within the NRS division. Field support tasks include, but are not limited to the following:
 - Analysis of site logistics, crew gear requirements, safety issues, access, and accommodation considerations.
 - Analyzing, evaluating, and preparing documents, including site plans and permitting documents.
 - Preparation of cartography and other graphic elements, as necessary.
 - Communicate with Project Coordinators about scheduling, staffing requirements and material costs required for project tasks.
 - Projection of upcoming project needs such as materials, common equipment, or vehicles.
 - Problem identification and creative approaches to troubleshooting.
- Responsible for the organization, inventory, purchase, storage and maintenance of field equipment and vehicles.
- Provides dissemination of project information between Project Coordinator and assigned staff.
- May participate in strategic and operational planning, and troubleshooting for the division.
- May be the assigned Team Leader with responsibility for no more than one small to medium project (up to \$30,000) of moderate complexity (multiple tasks, sites, agency/landowner contacts and subcontractors). Project tasks include, but are not limited to the following:
 - Design of project implementation strategies, set and facilitate timelines, and assure quality outcomes.
 - Oversight of project consultants, subcontractors, technical, and on-site work.
 - Development of good working relationships with landowners, government agencies, private agencies and business personnel.
 - Identification of and securing required permits and agreements.
 - Completion of project progress, final reports, and creation of project products.
- Provides staff orientation, training, direction, performance evaluations and oversight of all field crew.
- Encourage and facilitate clear communication between crew members.

JOB REQUIREMENTS

Knowledge of and Experience With:

- Methods of natural resource restoration, including erosion control, revegetation, and in-stream habitat improvement, as well as watershed, forestry and fisheries management principles.
- The creation and design of project implementation strategies, technical writing, and research.

- Supervising field crew staff, including assigning tasks, over-seeing performance of tasks, and tracking daily progress on assigned tasks.
- The use of brush cutters, winches and hand tools.

PHYSICAL / LABOR INTENSIVE REQUIREMENTS OF THE POSITION

The employee must have the ability to work in natural resource restoration which includes erosion control, revegetation, and in-stream habitat 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.
- Ability to be on your feet for extended periods of time and work outside in inclement weather.
- Walk, climb and hike up and down steep slopes/hills, with loose rock, thick brush, and/or walk on slippery marsh plain.
- 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 for up to 6 hours per day.
- Must be able to drive various vehicles or equipment, pull and back-up trailers.

NOTE FOR ALL APPLICANTS

- This position is considered a “**safety-sensitive**” job and will be subject to RCAA’s “Substance/Alcohol Abuse” policy. This policy is included in the Policies and Procedures and a more detailed brochure is available from the Human Resources Department which further outlines the policy
- 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.
- 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 observing safety precautions.

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.
- Must have means and capacity to perform job related work with personal vehicle, as may be required, and must have proof of current automobile insurance.
- Possession of a valid California’s Driver’s License with acceptable DMV driving record.
- Submit to background clearance and/or fingerprinting with acceptable results.
- Valid First Aid and CPR certification or willingness/ability to be certified, if required.
- Proof of current (within 1 year) negative TB test, or willingness to obtain one, if required.
- Proof of required education (i.e. AA, BA, MSW, etc.)
- Must always have an effective means of communication; a home or cell phone with the ability to accept voice messages.

ESSENTIAL PHYSICAL ABILITIES

Employee must be able to provide the following with or without reasonable accommodation:

- Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively.
- Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form.

- Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment.
- Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position.
- Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment.

BENEFITS

All fulltime positions come with a complete benefit package, which includes the following:

- Medical, dental and vision (minimal share of cost and must work at least 30+ hours per week)
** Health benefits become effective the first of the month following 30 days of employment
- 2 weeks paid vacation for year one, 3 weeks for year two, and 4 weeks for year five
- 12 days paid sick time per year
- 13 paid holidays and 1 personal day per year
- Employee Assistance Plan (EAP) paid for by the agency
- After one year of employment, RCAA contributes % of the employee's gross income to their 401(k) at no additional cost to the employee
- Part-time employees are eligible for paid vacation and sick time on a pro-rated basis depending on the number of hours worked. P/T employees may also be eligible for paid holidays dependent upon certain criteria in RCAA's paid holiday policy.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER