

REDWOOD COMMUNITY ACTION AGENCY
Natural Resources Services Division
JOB ANNOUNCEMENT

JOB TITLE: RESTORATION FIELD CREW SUPERVISOR

STATUS: Fulltime plus complete benefit package

PAY RATE: \$25.00

AVAILABLE: Immediately

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

APPLICATION PROCESS:

Required Employment Applications 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.

POSITION PURPOSE.....	1
MINIMUM QUALIFICATIONS	2
DESIRABLE QUALIFICATIONS	2
ESSENTIAL JOB FUNCTIONS.....	2
JOB REQUIREMENTS.....	3
OTHER REQUIREMENTS	3
ESSENTIAL PHYSICAL ABILITIES.....	4
NOTE FOR ALL APPLICANTS	4
BENEFITS	4

POSITION PURPOSE

The Field Crew Supervisor is a **field-based position** and 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 and motivating other 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 assists 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; and the use of brush cutters, tools, including chainsaws, winches and hand tools.
- 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.
- Two (2) years of experience supervising heavy equipment.

ESSENTIAL JOB FUNCTIONS**Specific Tasks:**

- Work alongside the field crew, on-site, out in the field (at least 70% time)
- Development of project implementation strategies and techniques.
- Responsible for mobilization of daily crews, equipment and material acquisition.
- Logistics, scheduling, and direction of project work crews and/or subcontracted equipment and operators.
- Expenditure tracking, 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, cross-sections and permitting documents.
 - Preparation of cartography and other graphic elements.
 - Communicate with Project Coordinators 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 create 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, 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.
- 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
- 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.

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 a valid California's Driver's License (No Exceptions), current auto insurance and

acceptable DMV record.

- Must have the means and capacity to perform job-related duties with personal vehicle, as may be required.
- Submit to background screening and criminal record checks with acceptable results.
- Must have current tetanus immunization or willingness to obtain one.
- Valid First Aid and CPR certification or willingness/ability to be certified if required
- Must have a form of effective means of communication; a home phone and/or cell phone and the ability to accept voicemail.

ESSENTIAL PHYSICAL ABILITIES

The employee must have the ability to work in natural resource restoration which includes erosion control, revegetation and in-stream habitat improvement. The employee must have the ability 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; including gas powered chainsaws with blade attachments for up to 5 hours per day
- Must be able to drive various vehicles or equipment, pull and back-up trailers; the ability to drive a 4x4 manual transmission truck is highly desired

NOTE FOR ALL APPLICANTS

- 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 is included in the Policies and Procedures and a more detailed brochure is available from the Human Resources Department which further outlines the policy.
- 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.

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 3% 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.

RCAA IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER