



JOB TITLE: CREW LEADER

SUPERVISION RECEIVED: Reports to and works under the general supervision of the Operations Manager who assigns duties and reviews work for effectiveness according to established work standards.

SUPERVISION EXERCISED: Coordinates the activities and training of the crews. General supervisory duties such as hiring and performance management are not a responsibility of this position.

POSITION SUMMARY: Assists with the training and guidance of participants in specific project areas. Responsible for coordination and operation of a crew consisting of diverse members.

ESSENTIAL FUNCTIONS/ DUTIES & RESPONSIBILITIES

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

- 1. Coordinates, organizes, and directs the activities of project participants.
- 2. Provides training and technical assistance in specific project area.
- 3. Prepares supplies and equipment inventories; purchases materials as needed.
- 4. Tracks participant attendance, evaluates performance, and records participant progress.
- 5. Responsible for workflow, record keeping, tools and vehicle maintenance depending upon specific project.
- 6. Collaborates with co-workers and partners in program design and delivery.
- 7. Regular attendance and punctuality is a requirement of this position.
- 8. A professional and courteous manner and an ability to work harmoniously with other employees, students, clients and the general public.
- 9. Drive defensively on CSC agency business including but not limited to project sites, pick up and deliver supplies as necessary. Driving is performed daily with only rare exceptions.
- 10. Follow agency personnel and safety procedures.
- 11. Accepts and performs other work as assigned.

QUALIFICATIONS & REQUIREMENTS

Education and Experience:

High school diploma or equivalent required plus one year practical training or education in field related project or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. At least 6 months lead worker experience. A background in teaching/ education desired. NCRC certificate preferred.

Knowledge, Skills and Abilities:

Must have knowledge of specific project area. The ability to provide training and communicate effectively both verbally and in writing is required. Working knowledge of OSHA requirements including but not limited





to: safe lifting, PPE and hearing conservation is required.

Special Requirements:

Must pass a criminal history background investigation; however a conviction of a crime may not disqualify an individual from this position. Valid Oregon Drivers License with insurable driving record to regularly (daily with few exceptions) operate an agency vehicle for business travel as required. Must obtain valid First Aid and CPR certification within the first 30 days of employment.

WORK ENVIRONMENT/ WORKING CONDITIONS/ PHYSICAL DEMANDS

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.

Work Environment/Conditions

In the performance of the job duties, the employee will work in a variety of environments including construction sites and natural resource areas. This position will primarily work outside in all types of weather conditions and environments including but not limited to possible high, precarious places and is exposed to wet and/or humid conditions, fumes or airborne particles, and vibration.

The noise level in the environment is quiet to loud.

Physical Demand (With or Without Reasonable Accommodation)

The employee must – frequently lift and/or move up to 50 pounds.

While performing the duties of this job, the employee is required to stand; walk; use hands to handle, feel or operate objects, tools or controls; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch or crawl; talk, hear; and smell.

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER CSC prefers the National Career Readiness Certificate (NCRC) in employee recruiting and hiring. For information on obtaining the certificate visit <u>http://www.oregonncrc.org/</u>, visit a WorkSource Oregon location or <u>http://www.worksourceoregon.org/</u>

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature:_____

Printed Name:

_Date:____