



Conservation Corps North Bay's Mission is to:

Develop youth and conserve natural resources for a strong, sustainable community.

We achieve our mission by:

- *Providing a diverse group of youth and young adults with opportunities to transform their lives through education, employability, civic engagement, and leadership.*
- *Caring for our environment by conserving and restoring natural resources, and by improving recreational areas.*
- *Creating the environmental leaders of the future by teaching environmental ethics and behaviors to children, teens and adults.*
- *Making communities safer by reducing fire and flood hazards and by responding to public emergencies and disasters.*

JOB DESCRIPTION

Title:	Natural Resources Crew Shop Supervisor (NRCSS)
Department:	Natural Resources
Reports To:	NRC Coordinator
Location:	Cotati, CA / San Rafael, CA
FLSA Status:	Full Time, Hourly, Non-Exempt from Wage and Hour Laws
Directly Supervises:	One (1) Shop Corpsmember Intern

SUMMARY

The Natural Resources Crew Shop Supervisor is responsible for all aspects of supervision for the CCNB repair shop and tool inventory at the San Rafael and Cotati facilities. The function of the CCNB shop is to procure, maintain and repair all NRC hand and power tools and provide structured, certified trainings for a select group of qualified Corpsmembers. Additionally, the NRC Shop Supervisor provides support in several capacities for Natural Resource Crews.

Essential Duties and Responsibilities

Specific duties include but are not limited to:

- Perform routine maintenance and repair of all CCNB hand and power tools
- General organization of the tool storage sheds and NRC maintenance yard
- Maintain inventory and individual tool maintenance records
- Power tool parts procurement, inventory, and management
- Periodic preventative maintenance of hand and power tools
- Procurement of power tools, crew supplies, and shop supplies
- Corpsmember training and certification
- Provide tool orientation for new Corpsmembers
- Provide coverage for Natural Resource Crew Supervisors
- Provide supervision of Corpsmembers on projects as needed
- Provide logistical support for Natural Resource Crews
- Other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience in supervising and training youth
- Ability to motivate others
- Intermediate understanding of two and four stroke engines
- Proficiency in assembly and disassembly of small machines
- Experience with small machine maintenance procedures
- Highly organized
- Ability to do strenuous work in adverse weather conditions
- Desire to work in a fast-paced and diverse environment
- Ability and training to provide short term coverage as an NRC Crew Supervisor
- Demonstrated ability to resolve conflict and mediate disputes in a positive fashion
- Current Standard First Aid and CPR certification
- Clean DMV record, with ability to earn a California Class B driver's license and pass CCNB's driving exam

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- At least two years of college education or vocational training in natural resource management, environmental studies, job training or counseling, from an accredited college or university or relevant experience
- Two years of supervisory experience. Experience in youth development, project management and the implementation of natural resource projects.
- Experience supervising youth from a wide variety of social, economic and educational backgrounds to work together as a team
- Experience serving and volunteering in the community. Must possess a strong service ethic and be able to instill this ethic into team members
- Previous experience with small engine, vehicle, and/or tool repair and maintenance.

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The NRCSS works outdoors around equipment and machinery, walking on uneven ground and steep hillsides, with exposure to excessive noise, fumes and extremes in temperature. They may be expected to lift and move objects weighing up to 75 lbs, and carry objects at least ½ mile. NRCSS frequently use special visual and auditory protective equipment. While performing the duties of this position, the NRCSS is required to walk and stand; sit and bend; squat and climb; kneel and twist; to talk or hear. The NRCSS uses hands to operate objects, tools, or controls; and reaches with hands and arms. The NRCSS uses hands to perform simple and power grasping, and fine manipulation; to push and pull.

COMPENSATION AND BENEFITS

The NRCSS is an hourly, non-exempt position which is eligible for a full benefits package (Medical, Dental, Vision, Chiropractic/Acupuncture, 401(K) Retirement, and Vacation, Holiday and Sick pay). Salary range for this position starts at \$19 per hour.

TO APPLY

Please submit your Cover Letter and Resume to recruiter@ccnorthbay.org. Please include 'NRC Shop Supervisor' in the subject line. You can also fax your cover letter and resume to (415) 454-4595 Attn: Recruiter.

Conservation Corps North Bay is an Equal Opportunity Employer