

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 000634  
Grade 18**

**CONSERVATION/SERVICE CORPS CREW TRAINER**

**DEFINITION OF CLASS:**

This is supervisory work, which involves providing guidance, vocational classroom and on-the-job training to, and supervising the community service-oriented work of a crew of Conservation/Service Corps Trainees. Contacts are with representatives of County, area and community non-profit agencies engaged in providing or requiring services in these areas in order to plan, schedule, arrange logistics for, and resolve issues related to new and ongoing projects; with County Construction Code Enforcement staff to obtain clarification of construction-related codes; with Office of Procurement staff to discuss procurement regulations and guidelines; and with building materials/plant nursery suppliers to place orders. Employees in this class may provide some one-on-one assistance to the public but such service is incidental to the primary purpose of the job.

A Crew Trainer is responsible for daily Corps Trainee development and provides technical job training, living and coping skills counseling, crisis intervention and referral services; and promotes proper and safe work habits. A Crew Trainer solicits, plans and estimates appropriate fee for service work projects which will provide appropriate vocational training in one of four areas: carpentry, horticultural, conservation/natural resource management, and human service delivery. An employee in this class utilizes knowledge of the standard methods, procedures, and practices of one of the above mentioned vocational areas of training, in addition to the ability to develop and provide a course of training in the assigned area, in performance of the work of the job class. Crew Trainers are fully proficient in their assigned work area; and independently plan, schedule, and supervise assigned projects, and the training and work of their crew of Corps Trainees. Work is performed in accordance with several different sets of regulations and procedures, such as those found in the Corps member Handbook, landscape and construction codes, specifications and guidelines. Employees in this class select and apply the appropriate rules, regulations, policies and procedures for varying situations and problems encountered. Complexity of the work is derived from the combination of skills and abilities required to develop and provide vocational instruction; to review assigned projects, identify and resolve problems which may be encountered, and determine the best of alternative methods for accomplishing the work; and to supervise the work of Corps Trainees with behavior problems, learning disabilities, and poor or undeveloped work habits. Accomplishment of the work of this class provides Corps Trainees with work projects appropriate for developing the vocational skills necessary to enter the job market, and an increased environmental awareness and social consciousness; and contributes to the preservation, restoration, or enhancement of environmental, historic, and cultural County resources; or provides human services through work performed in local, non-profit agencies. The majority of work is performed at project worksites, and involves exposure to moderate levels of noise from the operation of tools, dust and dirt, heat and cold. There is occasional exposure to hazards which result from the utilization of hand and power tools, and the use of ladders and scaffolding. Goggles, dust masks, and ear plugs are worn when demonstrating or closely supervising particular operations, and special procedures and safety precautions are followed to avoid injury. Performance of the work of this class regularly involves long periods of standing, walking over rough, uneven surfaces; lifting objects

weighing twenty, and occasionally up to fifty pounds. A Crew Trainer provides both classroom and on-the-job training, the latter of which requires assigning and reviewing work, enforcing work standards, and making changes in work methods and procedures. Incumbents in this class recommend decisions or actions on a variety of personnel matters which include the completion of performance appraisals, approving leave, and the provision of primarily job and job skills related counseling.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Provides guidance to and supervises the project work of a crew of Corps Trainees; ensures the proper use of hand and power tools, and that safety procedures are followed.
- Develops course of instruction for assigned vocational area, provides classroom and on-the-job training, and develops competency for certification in the carpentry, landscape/horticulture, or environmental/conservation vocational areas.
- Discusses daily living and work-related problems, identifies Corps Trainees' problems and needs, provides individual/group daily living and coping skills counseling and crisis intervention services, and refers intensive problems to appropriate County agencies.
- Discusses proposed project development with sponsor agencies, prepares plans and specifications, determines appropriate fee for service charge, orders materials, and manages project work.
- Prepares and submits daily activity logs, participates with and makes recommendations to senior staff in discussions involving long-range program plans and program policies.
- Maintains an inventory of supplies and tools, and ensures tools are kept in safe condition.
- Prepares specifications for tools and equipment to be purchased.
- Performs other related duties.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of the principles, techniques and practices, tools, equipment and materials involved in carpentry, conservation and resource management, or horticulture and landscaping; or considerable knowledge of the principles and practices involved in the delivery of a variety of human services.
- Knowledge of standard safety practices and procedures for the assigned program area of instruction.
- Knowledge of and the ability to apply basic first aid techniques.
- Ability to apply established guidelines commonly used to determine construction and related costs.
- Ability to develop a course of instruction for, and provide instruction to a crew of Corps Trainees in the assigned program area.
- Ability to provide individual and group counseling in daily living and coping skills, and appropriate work habit development.
- Ability to read blueprints and/or landscape plans.
- Ability to use and clearly demonstrate the proper use of the tools of the assigned trade area.
- Ability to establish and maintain effective working relationships with Corps Trainees, co-workers, and representatives of sponsor agencies.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to plan, to implement, and to supervise work on assigned projects.

**MINIMUM QUALIFICATIONS:**

**Experience:** Three (3) years of experience performing skilled work in the assigned program area.

**Education:** Graduation from high school or High School Certificate of completion recognized in the State of Maryland.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**LICENSE:**

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence appropriate to the equipment operated by an employee in this class.
- First Aid and CPR certification must be obtained during the probationary period.

**Note:** There will be no substitutions for this section.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core II Exam with a Drug/Alcohol Screen.

**Class Established:** June, 1991

**Revised:** March, 1999

April, 2010

August, 2013