

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

**Code No. 000635
Grade S-3**

CONSERVATION CORPS ASSISTANT CREW LEADER

DEFINITION OF CLASS:

An employee in this class provides lead-level supervision when filling-in for absent Conservation Corps Crew Trainers for temporary periods of up to thirty days per assignment due to the taking of annual or sick leave, or during brief periods for project planning/development. A Conservation Corps Assistant Crew Leader provides daily supervision to a Montgomery County Conservation Corps crew when required leading work on carpentry, conservation, landscaping, Housing Opportunities Commission and Silver Spring Urban Crews. Duties involve leading and participating in project work; providing instruction in basic technical skills; ensuring safe operation of power tools and equipment; ensuring project completion and quality control; and completing routine administrative paperwork.

The leadership and training an Assistant Crew Leader provides affords Corps Trainees with skills to enter the job market; an increased environmental awareness and social consciousness; and contributes to the preservation, restoration, or enhancement of environmental, historic, and cultural County resources.

EXAMPLES OF DUTIES: (Illustrative Only)

- Provides back-up lead supervision to a Conservation Corps crew in the absence of an assigned Corps Trainer, and leads a small crew on occasional special assignments.
- Leads and guides the work of Corps Trainees, ensuring the proper use of hand and power tools, and that safety procedures are followed.
- Follows instructional procedures, predetermined by Corps Trainers, in order to ensure project completion according to established specifications.
- Performs limited administrative tasks, such as Corps Trainee record maintenance, associated with leading a crew and Trainee development.
- Refers Trainees to the Corps member Development Specialist for counseling and other support service needs.
- Performs other related duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, techniques and practices, tools, equipment and materials involved in carpentry, conservation and resource management, or of horticulture and landscaping.
- Knowledge of standard safety practices and procedures for the assigned program area.
- Knowledge of and the ability to apply basic first aid techniques.
- Ability to use and clearly demonstrate the proper use of the tools of the assigned trade area.
- Ability to provide lead supervision, instruction and guidance to a crew of Corps Trainees working on an assigned project.
- Ability to establish and maintain effective working relationships with Corps Trainees and representatives of sponsor agencies.
- Ability to communicate clearly and effectively.

- Ability to read blueprints, landscape plans, and/or written instructions.

MINIMUM QUALIFICATIONS:

Experience: Six (6) months experience as a Conservation Corps Trainee.

Education: None.

Equivalency: A combination of experience as a Corps Trainee, and related outside training and experience equivalent to six (6) months experience as a Corps Trainee.

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 Aide and CPR certification must be obtained prior to placement in a Conservation Corps Assistant Crew Leader position.
- 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: January 1995
Revised: March, 2001
August, 2013