



Acton-Shapleigh Youth Conservation Corps

PO Box 47
Springvale, ME 04038-0047
www.asycc.com

Erosion Control Crew Leader - 2017 ***Job Description & Statement of Expectations***

The Acton-Shapleigh Youth Conservation Corps (ASYCC) was founded in 2001 to serve the Towns of Acton and Shapleigh. The ASYCC is committed to protecting the waterbodies of Goose Pond, Loon Pond, Mousam Lake, and Square Pond collectively known as the Mousam Lake-Square Pond Watershed. The ASYCC provides education, community outreach, technical assistance, and courtesy boat inspections, in addition to installing conservation projects to improve the water quality in the Mousam Lake-Square Pond Watershed. The ASYCC continues to work to sustain and protect the areas valuable water resources for the enjoyment of the community, the goodness of the environment, and the success of the local economy.

Each season the ASYCC works to improve on past season success, while continuing the workmanship the community has grown to know. The ASYCC is committed to hiring knowledgeable and dependable employees, while making a presence in the community, providing educational resources, and working together with the towns and property owners to protect the Mousam Lake-Square Pond Watershed. This position, as the Erosion Control Crew Leader, is an important part of the success of the ASYCC.

Qualifications:

- Completed at least one year of post-secondary education or work
- Ability to complete the work outlined in this job description including direct supervision of a 4-5 person crew of 16 to 20-year-olds
- Ability to oversee and complete manual labor (planting, digging, hauling) and general outreach to community groups as requested by the Program Director
- Conservation ethic and commitment to improving water quality

Erosion Control Crew Leader Overview:

The Erosion Control Crew Leader will be responsible for the ASYCC Erosion Control Crew, which shall include, but is not limited to:

- Administrative tasks directly related to the Erosion Control Crew: Payroll, mileage, weekly reporting to Program Director, etc.
- Provides technical assistance to the landowners on erosion control measures;
- Designs and implement erosion control projects using Best Management Practices (BMP's) in the absence of the Program Director;
- Act as the spokesperson for the ASYCC in the absence of the Program Director;
- The Erosion Control Crew Leader shall prepare the site for daily site work.

Main Expectations:

- Provide direct supervision and work alongside the crew.

- Communicate directly and often with the Program Director.
- Successfully implement site plans designed by the Program Director.

Work Schedule:

- The Erosion Control Crew will meet, and disperse, each workday from the “daily meeting place” – to be determined.
- Site designs are not to be altered without Program Director’s approval.
- Train the crew on BMP installation techniques and ensure proper installation.
- Crew members are expected to work 8:00 a.m. to 2:30 p.m. each day, including one paid fifteen minute break and an unpaid half hour lunch break.
- The Erosion Control Crew shall be cancelled or delayed by the Program Director in consultation with the Crew Leader by 7:30am that day, at the latest.
- 35-40 hours per week with one 30 minute unpaid break for lunch. (Monday thru Friday 8:00 am to 4:30 pm) Up to two Saturdays may be required to attend meetings;
- \$11-\$13/hour, depending on experience
- The Erosion Control Crew Leader is a temporary position. The Erosion Control Crew Leader season will run from approximately June 13 to August 12, 2017.

Site Log

- Program Director will supply a written site design and copies of applicable permits
- Crew Leader to keep a detailed site log, to be completed on a daily basis.
- Input site log data into spreadsheets on a weekly basis.
- Ensure site photos are taken during and after installation.

Season Responsibilities:

- Management of the Erosion Control Crew will consist of, but is not limited to, the following:
 - *Training and managing the Erosion Control Crew; including disciplinary actions as required;*
 - *Insuring that work on projects is completed in a timely manner;*
 - *Installing erosion control projects that meet the requirements of state and local permits and regulations;*
 - *Managing weekly timesheets and mileage of the Erosion Control Crew. Transmit information weekly to Program Director; and*
 - *Communicating with the Program Director on a daily/weekly basis;*
 - *Assisting Program Director with site assessments and other related tasks when necessary.*

Conduct:

- The ASYCC takes very safety very seriously. The Erosion Control Crew Leader will be given guidelines for working in a safe manner. It is expected that these guidelines are followed and also the Erosion Control Crew is educated in these disciplines.
- The ASYCC works on private property in the Mousam Lake – Square Pond Watershed. The ASYCC asks that the Erosion Control Crew is respectful of the people and property that retain the ASYCC, and their neighbors.
- The ASYCC has a Zero Tolerance policy on harassment. This includes sexual harassment, bullying, outlandish behavior, and cursing or abusive language. Please consider yourself an ambassador of the ASYCC.

- The Program Director shall and must be directly notified, as soon as possible, of any potential absences; Crew Leader should attempt to line up a substitute member of the Erosion Control Crew for that day. Given the short duration of the season, it is expected that the frequency of these absences will be rare.

Transportation:

- Crew Leader will be responsible for driving the rental truck that will haul tools and equipment on a daily basis.
- It is expected that the Erosion Control Crew Leader will use the ASYCC rental truck for authorized ASYCC transportation traveling within the Mousam Lake-Square Pond Watershed region to project sites while conducting technical visits and other related ASYCC activities. The Program Director will be expected to drive this vehicle on occasion and be required to provide valid documentation to the leasing company in order to secure the vehicle and be authorized to drive the vehicle on the ASYCC’s behalf. The ASYCC covers all expenses for this vehicle.
- One crew member will be designated a driver to transport other crew members to and from project sites. Mileage should be tracked and recorded to the expense sheet on a daily basis, and include date, miles driven during the day, and start/end points.
- Mileage will be reimbursed from the daily meet site to the job site only (not from home) at .50/mile).
- The Erosion Control Crew Leader will be subject to the terms and conditions of the “ASYCC Employee Personal Vehicle Use Policy” – only authorized employees that complete this form will be allowed to drive on behalf of the ASYCC and be reimbursed for mileage.

As an employee of the ASYCC, you will be representing the program. Please review the Erosion Control Crew Leader– 2017 Job Description & Statement of Expectations. Signing below states you agree and will comply with the expectations of the ASYCC.

Erosion Control Co-Crew Leader Name: _____

Erosion Control Co-Crew Leader Signature: _____

Date: _____

ASYCC Program Director Name: _____

ASYCC Program Director Signature: _____

Date: _____