



## Acton-Shapleigh Youth Conservation Corps

PO Box 47

Springvale, ME 04083-0047

[www.asycc.com](http://www.asycc.com)

### **2020 Intern Crew Leader/Technical Assistant *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 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.

#### **Qualifications:**

- Completed at least one year of post high school education or similar work experience
- Ability to create plans and file necessary permits for erosion control projects using Best Management Practices (BMP's)
- Ability and willingness to perform physical labor and work outside in varied weather conditions
- Possess the necessary communication, organizational, and management skills sufficient to lead a high school age crew, interact with the public, and work under the direction of the ECC Director
- Must have a clean Driving record

#### **Position Overview:**

- Provide technical assistance to the landowners on erosion control measures
- Design and implement erosion control projects using Best Management Practices (BMP's)
- Act as the spokesperson for the ASYCC in the absence of the ECC Director
  
- The duties as Crew Leader begin the last week of June and runs through the second week of August and is responsible for providing direct supervision to and work alongside 4-5 crew members. Duties include on the ground implementation of erosion controls that meet requirements of state and local permits; ensuring work is completed in a timely manner, managing weekly timesheets and mileage. Expectations also include direct communication with the ECC Director on a daily/weekly basis, along with daily site preparation and documentation (project work summary descriptions, and before/after pictures).
- 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 before, during and after installation.
  
- The duties as Technical Assistant begin June 1<sup>st</sup> through August 31<sup>st</sup> but is negotiable. The Technical Assistant will provide landowners with a site assessment of existing erosion issues, recommendations to fix the issues, provide a report that includes cost estimates and cost share agreement along with local and state permit information/needs.

- Hours as Crew Leader and Technical Assistant will be varied and the Intern will be switching between the two roles as directed by the ECC Director, depending on ECC project requirements and site assessment requests.
- \$13.50 - \$14/hour, depending on experience
- The ASYCC will provide any reviews and evaluations needed to fulfill the academic requirements for an Internship

### **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 ECC 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 ECC Director in consultation with the Crew Leader by 7:30 am that day, at the latest (usually weather related).
- 30-40 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;

### **Conduct:**

- The ASYCC takes safety very seriously. The Intern/Erosion Control Crew Leader will be given guidelines for working in a safe manner. It is expected that these guidelines are followed and 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.

### **Transportation:**

- The Intern/ Erosion Control Crew Leader will at times be responsible for driving the rental truck that will haul tools and equipment on a daily basis.
- It is expected that the Intern 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.
- 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.

- 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 this 2020 Job Description & Statement of Expectations. Signing below states you agree and will comply with the expectations of the ASYCC.

**Intern Crew Leader/Technical Assistant Name:** \_\_\_\_\_

**Intern Crew Leader/Technical Assistant Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

ASYCC ECC Director Name: \_\_\_\_\_

ASYCC ECC Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_