



Rio Arriba County

JOB DESCRIPTION VACANCY

YCC CREW MEMBER

DEPARTMENT:	RAC STOP
PRIMARY LOCATION:	ESPANOLA, NM
SALARY:	\$16.00
POSITION STATUS:	CASUAL UNCLASSIFIED
FLSA Classification:	GRANT FUNDED EMPLOYEE
CLOSING DATE:	Open Until Filled
POSTING DATE:	21 March 2023

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

The selected person(s) will work under the general supervision of the RAC STOP Director or designee. Position(s) target adjudicated youth from the Juvenile Probation Office, Team Court, and mentors. Crew Leader will work together with crewmembers and is responsible for completing Y.C.C. projects. State grant funding source is the Energy, Mineral, and Natural Resource Department. The created Grant is for project needs that may include landscaping, trail building, retaining walls, planting trees and flowers, and general maintenance. Projects support communities and families of Rio Arriba County. Projects are time-sensitive and require daily billing for services to draw down appropriated funding. Crewmembers learn skills through hands-on training and education, receive mentorship toward gainful employment, and build valuable skills.

The general level and nature of this position: Described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time with or without notice.

Duties and Responsibilities:

- Crew Members report to their designated work area by 7:00 am, ready to work
- Adhere to rules and regulations
- Will attend a two week training
- Responsible for taking direction and completing daily assignments
- Tasks are detailed tasks; practicing safety; demonstrating respect for Crew Leaders and other Crew Members is crucial
- Crew members, motivate and work together with Crew Members to build and maintain positive project outcomes.
- Attend safety, ethics, life skills, and mentoring class training



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- Responsible for regularly reporting to the YCC Project Coordinator and Crew Leader
- Responsible for duties expected of any YCC crewmember, including landscaping, meal preparation, cleanup/setup, and other day-to-day crew member duties
- Comply with safety guidelines of the County
- Performs other duties as assigned or required

Other Requirements:

- Employee will complete a pre-employment drug test
- Employee must comply with the safety guidelines of the County
- Employee must have a valid New Mexico Motor Vehicle ID/Driver's License
- Maintains confidentiality of all privileged information
- Contributes to a team effort
- Performs other duties as assigned or required

Minimum Qualifications:

- Identify specific skills, knowledge, and abilities needed to perform the job.
- Person(s) are between the ages of 16-18
- Must have a work permit if under the age of 16
- (1) one year experience of Y.C.C. program preferred
- Valid New Mexico ID or driver's license
- Knowledge of the fundamentals of supervision and the ability to coordinate and supervise staff; provide leadership and direction
- Basic knowledge of landscaping, trail building, setting up benches, gazebo, retaining walls, planting trees, flowers, and general maintenance
- Ability to coordinate multiple, complex tasks
- Have familiarity with the target population. Knowledge of all applicable criteria and standards
- Knowledge with local cultures
- Demonstrate skilled in interpersonal communications
- Ability to act independently and conscientiously using sound judgment
- Demonstrate positive decision-making capabilities
- Ability to problem solve
- Ability to handle multiple tasks and meet deadlines
- Ability to communicate effectively, both orally and in writing

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and move up to (40) forty pounds. If an item is above (40) forty pounds, two or more County staff members shall do the lifting.



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Work Environment/Conditions:

Works performed in an outdoor environment having various terrains and weather conditions, and in communities within Rio Arriba County with primary functions. Requires standing, walking, bending, and lifting, stooping, carrying, pushing, and other labor abilities. Will work in a stressful project situation. Exposure to dust, pollen, and other environmental allergens.

Every county position requires the following professional skills and abilities as key elements of a performance. Employees are required to:

- Demonstrate regular and reliable attendance; Follow directions/directives
- Absolutely no bullying and rough housing is permitted
- No alcohol, drug use or smoking is permitted
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers in a courteous and respectful manner
- Project positive support of their department and all county organizations at all times; and, maintain and enhance the county's commitment to customer service excellence
- Travel to and from projects site throughout Rio Arriba County

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy posts. All requirements are subject to possible modification to accommodate individuals with disabilities.

Conditions of Employment:

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) thirty days of the date of hire as a condition of continued employment.

Application is available at RAC-STOP or the Human Resource Department
Please send an e-mail with your Letter of Interest, Resume and Job
Application to:

JobApplications@rio-arriba.org

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810*

*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*