

FRIENDS OF CLAYTOR LAKE (FOCL)
CLEAN-UP CREW ASSISTANT FOREMAN/ASSISTANT BOAT OPERATOR
Seasonal Position
Pulaski County

Department: Friends of Claytor Lake (FOCL)

Reports to: FOCL Director

Supervision Exercised: None

Supervision Received: Work is performed with minimal instruction and supervision.

Classification: (FLSA): Non-Exempt, Part-Time Seasonal

Work Hours: Monday thru Saturday, (hours each day to be determined by the FOCL Director) up to 40 hours per week. Season is May thru October of each year.

ESSENTIAL FUNCTIONS: Supports the Friends of Claytor Lake (FOCL) mission, vision, strategic plan, goals and management decisions. Works with property owners, FOCL, the Pulaski County Sheriff's Department, the Pulaski County Public Service Authority to clean Claytor Lake of floating debris in the form of wood and trash.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug and alcohol test, a background and a driving record check. A valid Virginia Driver's License is required. A Tetanus shot will also be required.

RESPONSIBILITIES:

- Supervise clean-up crew daily operation to insure employee safety and maximum productivity
- Obtain fuel, drinks, and other supplies and deliver to clean-up crew at work locations as needed
- Assist Crew Foreman/Boat Operator in performing safety training with crew and observe crew regularly to ensure procedures are followed
- Provide leadership for clean-up crew, making decisions solving problems, and developing procedures in conjunction with Crew Foreman/Boat Operator, Clean Up Coordinator and Executive Director
- Operate Boat and equipment ensuring safety of all crew
- Perform all duties of reporting, production, crew time, etc. to Clean Up Coordinator in absence of Crew Foreman/ Boat Operator
- Assist Crew Foreman/Boat Operator in conducting inventory of all FOCL equipment and materials

- Ensure upkeep and maintenance of Pulaski County vehicle for use in clean up transport.
- Insure in clean-up that all attached trees are to be left for fish habitat. Follow all AEP guidelines and not disturb lake bottom. Debris must not be removed from lake bottom.
- Complete DGIF approved Boater Safety Course and have certificate available when operating boats per DGIF regulations
- Works with FOCL Clean Up Supervisor, Executive Director and President to understand the FOCL mission and clean-up program goals

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to operate motor boats and tugboats
- Ability to operate chainsaws
- Ability to work from a boat
- Ability to operate heavy equipment
- Ability to direct the work habits of a 4 man crew
- Ability to work under various climate conditions
- Ability to follow safety standards and must be able to wear life jacket
- Ability to plan the work in the most productive and prudent way possible

ADA REQUIREMENTS: The position requires constant use of the visual and auditory senses, as well as dexterity required to operate keypads, push buttons, and switches. Also requires the ability to use a variety of construction tools and testing equipment. Ability to lift a minimum of 50 pounds on a daily basis; traverse steep terrain and stairs; work independently in the absence of specific instruction; and to meet the public courteously and effectively. Due to remote work location, cannot be allergic to bee stings or must carry epi pen at all times.

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to graduation from high school
- Prior experience and competence in maneuvering boats
- Knowledge of proper safety protocols with all equipment and boats

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of FOCL

TRAINING AND JOB DEVELOPMENT:

- Must complete DGIF boater safety course and obtain motor boat license prior to employment

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the Clean-up Coordinator, Executive Director, President, FOCL Board as required. Employee must perform duties as outlined in the job description assuring compliance with County policies and laws to create a cooperative, safe, respectful and quality work environment. FOCL reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all FOCL and County policies and procedures.

Employee: _____

Date: _____