

**FRIENDS OF CLAYTOR LAKE (FOCL)
CLEAN-UP CREW WORKER
Seasonal Position
Pulaski County**

Department: Friends of Claytor Lake (FOCL)

Supervision Exercised: None

Supervision Received: Clean-up Crew Foreman and Assistant Foreman

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

TESTING/SCREENING AND CERTIFICATIONS REQUIRED: Drug & Alcohol Testing, Background Screening & Driving record Required. A Tetanus shot will also be required. Must complete DGIF boater safety course and receive certificate within one year of employment.

Work Hours: Monday thru Thursday, (hours each day to be determined by the FOCL Director) up to 40 hours per week. Season is May through December 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 and the Pulaski County Public Service Authority to clean Claytor Lake of floating debris in the form of wood and trash. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

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. A valid Virginia Driver's License is required.

RESPONSIBILITIES:

- Remove trash and woody debris from lake utilizing chainsaws, boat and other equipment utilizing correct safety procedures
- Bag trash, load and assist equipment operator to unload debris from barges and/or conveyor
- Maintain equipment reporting any safety issues or malfunctions to Crew Foreman or Assistant Crew Foreman
- Work closely with Crew Foreman and Assistant Crew Foreman and assists with seasonal boat and equipment preparations each year
- Assists in burning wood debris removed from lake
- Works with Executive Director and President to understand the FOCL mission and clean-up program goals

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to operate and maintain chainsaws
- Ability to use rakes, hooks, various hand tools, and ropes
- Ability to work from a boat
- Ability to perform continuous heavy manual work at a rapid pace
- Ability to be able to swim at a minimum of 100 yards unassisted
- Ability to work under various weather conditions
- Ability to understand and follow specific oral instructions from supervisors
- Ability to follow safety standards and must be able to wear life jacket

ADA REQUIREMENTS: The position requires the continual use of the ability to observe and perceive visual details from one's work environment at close range and in the distance and the ability to detect and discern sound from one's environment. The position necessitates the 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 move 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, if one is allergic to bee stings, then an epi-pen must be carried at all times.

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to High School Diploma or GED
- Experience using and knowledge of proper safety protocols with all equipment utilized

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

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 supervisor or County Administrator. Pulaski County Administration 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 County policies and procedures.

Clean-up Crew Worker

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date