

## **JOB DESCRIPTION**

### **Section 1 – Identification Data**

**Position Number:** 00100157 & 00100159  
**Position Title:** Y2C2 Crew Leader  
**Incumbent:** Vacant  
**Supervisor's Title:** Youth Programs Coordinator  
**Supervisor's Position Number:**

**Department:** Environment  
**Branch/Unit:** Conservation Officer Services  
**Location:** Whitehorse  
**Date Completed:** January 2017  
**Medical Clearance Required:** No  
**Security Clearance Required:** Yes

### **Section 2 - General Summary**

**State briefly the general nature of the job to provide an immediate impression of the duties and particular functions. Should not exceed 2 to 3 lines.**

This is a post-secondary student summer work experience position created under the Yukon Youth Conservation Corps (Y2C2) program of the Department of Environment. The Crew Leader position oversees implementation of hands-on conservation-related projects in various locations around the territory.

### **Section 3 - Organizational Structure**

**Describe, in narrative form, the place of this position in the organization, including peers (those positions reporting to the same supervisor as the topic position), subordinates, and supervisor's supervisor.**

This position supervises a crew of up to 4 Field Workers and, along with one other Crew Leader positions, report to the Youth Programs Coordinator who reports to the Manager of Environmental Education and Youth Programs (pos. #14-006).

### **Section 4 - Principal Duties and Responsibilities (limit to 10 Duty Statements)**

**Only major duty statements, not detailed tasks.**

1. Supervises a crew of up to four Field Workers (typically secondary students); providing direction on various work projects; ensuring safe work practices are followed; modelling accepted work behaviour and environmental ethic; monitoring quality of work and providing appropriate feedback; ensuring time records are accurate and submitted in a timely manner; and completing evaluative interviews and reports.
2. Manages implementation of conservation-related projects, which includes planning and developing work plans with project proponents; completing Job Safety Analysis and implementing appropriate safety measures; hands-on participation; documenting work accomplished, and writing feedback reports for department and project proponents.
3. Manages field camps (approx. 20 days per season), by directing Field Workers to help with preparation and loading of camping equipment; planning menus and overseeing purchase, safe storage and transportation of foodstuffs; on-site setup and decampment with attention to minimum impact; and participating in appropriate off-duty activities.
4. Oversees safe use, care, storage, inventory and maintenance of program equipment, tools, vehicles and materials.
5. Operates, as principal driver, an assigned vehicle (typically a four-wheel drive extended cab pickup truck) while ensuring basic care and maintenance, adherence to traffic regulations and safe conduct of passengers.

6. Participates fully in on-the-job training and other educational opportunities as a recipient, planner and deliverer, and facilitates group discussion, learning and action on issues relating to environmental sustainability, natural resources, individual responsibility and other program foci.
7. Assists in the recruitment and hiring of Field Workers through public presentations and involvement in the interview process.

### **Section 5 - Contacts**

**Describe, in narrative form, the working relationships inherent to the success of the job.**

- Contact with supervisor for direction and information exchange
- Contact with colleagues, for collaboration, ideas and co-operation in training.
- Contact with representatives of agency project sponsors (Government of Yukon, Government of Canada, First Nations, Boards and Councils, municipal governments and NGOs) for project-specific training, supervision, problem-solving, and performance evaluation.
- Contact with school-aged children, and members of general public, as recipients of educational programs.
- Contact with other department staff for information exchange.

### **Section 6 - Problem-Solving**

**List three examples of problems, issues, or complexities most typically encountered in the job AND describe the actions this job takes to resolve each problem listed.**

1. Projects may not be well-planned by the project sponsor. The incumbent would analyze the situation, suggest the best course of action, and consult with both his/her direct supervisor and the project sponsor. The incumbent would explain specific challenges to project sponsor and make suggestions as how to rectify them. If appropriate and approved, he/she would take charge and take action to ensure success of project, including consultation with relevant contacts.
2. One or more of the Field Workers may exhibit inappropriate workplace behaviour. The incumbent must try to understand the cause(s), be clear with the student employee about expectations and outline consequences of continued disruptive behaviour. If behaviour continues, the incumbent would consult with supervisor, and possibly the HR Branch, and if agreed upon, take appropriate action (e.g. giving written warnings).
3. In carrying out certain projects, there may be a situation where weather conditions are severe or all necessary safety equipment has not been supplied. While working, the incumbent must adopt a "safety first" attitude. If unsafe, a project must be postponed or cancelled. The incumbent would inform the project sponsor and supervisor, and suggest alternatives for meeting the project goals and objectives.

### **Section 7 - Specific Accountabilities**

**1. Describe final decisions regularly made for which the incumbent is held accountable.**

- Details of implementation for any given work project: assignment of tasks to Field Workers, safety procedures, and scheduling of breaks.
- Types of off-hours activities that crew members undertake while in a camp situation.
- Logistical planning decisions around field projects including vehicle, equipment, and other safety requirements.

**2. What are the expected end results of this position, i.e. what are the impacts of performing the Principal Duties and Responsibilities?**

- All activities conducted in a safe manner. No significant accidents or injuries for the duration of the Y2C2 program.
- Direct reports (Field Workers) are generally pleased with leadership of the Crew Leader, and receive an educational inspiring summer experience.
- Project proponents report satisfactory completion of work projects.
- Program equipment and other material is well-maintained, inventoried, organized and stored at the end of the season; no significant losses or damage.

**Section 8 - Budget**

1. a) **What is the Annual Budget for the unit under the direct control of the position? N/A**
- b) **Does the position have the authority to reallocate resources, i.e. transfer budget funds? If yes, provide examples. No**
2. **If applicable, describe other expenditures or revenues influenced by this position and how.**

Position is given signing authority for LPO and petty cash expenditures for field camps (food), basic equipment and tools, vehicle fuel and other minor program expenses.

**Section 9 - Working Environment**

**Describe in narrative form the position's working environment which can be generally favourable or include exposure to undesirable conditions.**

Since work project assignments will be highly varied, many different environments may be encountered.

This position may require the lifting and handling of objects of up to 30 kg, such as display boxes, building materials, or canoes. Outdoor projects may involve physical exertion while using various hand and power tools. Educational programs with children may include active running games, or outdoor activity such as hiking or canoeing. There may be risk of some physical injury related to tool use.

Camping and working in the outdoors may be required, so incumbent may be exposed to summer weather-related discomfort such as rain, wind, heat, and cold; and to wildlife.

Depending on the project, incumbent may be required to travel considerable distances by road vehicle within the Yukon. They may also be required to travel significant distances by other means such as airplane, on foot (hiking), by canoe or other watercraft.

**Note: Incumbent must have a valid class 5 driver's license**

**Section 10 - Signatures**

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

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| <p><b><u>Supervisor:</u></b> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Supervisor: _____</p> <p>Date: _____</p> | <p><b><u>Incumbent</u></b> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>Incumbent: _____</p> <p>Date: _____</p> |
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| <p><b><u>Director of Human Resources:</u></b> (Comments)</p> <p>Director: _____</p> <p>Date: _____</p> | <p><b><u>Deputy Minister:</u></b> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p> <p>Deputy Minister: _____</p> <p>Date: _____</p> |
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