

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NE	Job Code:	ACV34655
Job Class Code:	170	Salary Schedule:	ASRRWILD
EEO Category:	08	Grade:	18
Workers Comp Code:	6217		

Job Code Established:	9/28/92	Effective Date:	
Job Code Revised:	07/01/06	Effective Date:	07/01/06

JOB CODE SERIES: Construction and Maintenance Series

JOB CODE TITLE: WILDLIFE HABITAT CONSTRUCTION CREW LEADER

HRIS TITLE: WILDLIFE HABIT CONST CREW LDR

CHARACTERISTICS OF THE JOB CODE: Generally works with no on-site supervision; reports to work unit manager at department headquarters. Exercises field supervision over all crew members. Serves as leader of a crew of construction technicians performing a wide variety of outdoor construction, maintenance and repair tasks on wildlife habitat structures, devices or areas throughout the State. At this level employees have authority with decisions on on-site materials purchase; methods and techniques to be applied, crew work assignments and product form and quality in given situations. Employees are responsible for the safety and welfare of crew at isolated work sites and for quality and effectiveness of work products.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Devises a schedule of work or itinerary, agenda or time table or establishes priorities for self and subordinate level workers on a daily or weekly basis.

Resolves technical or work procedure problems and questions presented by subordinate level workers. Reviews work products or achievements of subordinate workers; evaluates work and formulates plans for improvement. Maintains a record of material used, equipment and man hours expended, vehicle mileage and other information as required, for work projects.

Conducts and participates in in-service training and staff development programs for regularly employed staff.

Evaluates work order and determines (calculates) materials needed and cost to complete projects.

Obtains equipment parts directly from vendors at their business locations for use in the work system.

Travels to work sites using various transportation methods, e.g., helicopter, truck, horse, off-highway vehicle.

Determines materials and supplies required to fill work unit's routine needs by examination of needs and availability of materials, comparison of alternatives, and calculation of cost and supply priorities. Makes basic mathematical calculations to provide basis for outdoor construction project. Confers with vendors, negotiates for discounts, quality of service or other advantages.

Performs a variety of construction, maintenance and repair work associated with construction of buildings, ponds and area roads throughout the state, e.g., mixing, pouring and finishing cement for various structures; installing water systems; building and maintaining water catchments; planning new plumbing installation using blueprint and sketches; building hatchery liners and awnings. Operates a variety of outdoor construction related equipment, e.g., water trucks, post hole diggers.

Exercises field supervision over volunteers on projects.

WORK CONDITIONS: Work irregular hours, including weekends and holidays indoors and outdoors in Arizona's geographic and weather extremes. Considerable exposure to extreme weather conditions and hazardous conditions. Includes travel to remote work areas in a variety of vehicles. Outdoor work

involves heavy lifting, walking and climbing over rugged terrain and camping out for extended periods in wilderness area, sometimes in inclement weather conditions.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: safe and effective use and skill in using a variety of tools and equipment, including motorized and automotive equipment, used in outdoor construction; techniques used in the construction and maintenance of wildlife habitats and associated structures; construction record maintenance; work management and leadership principles and techniques applicable to job duties.

Skill in: using a variety of tools and equipment, including motorized and automotive equipment, used in outdoor construction; applying techniques used in the construction and maintenance of wildlife habitats and associated structures.

Ability to: perform basic repairs; read maps, grading stakes, slope markings, etc.; use GPS locator system; perform basic job-related mathematical calculations; maintain records; use a variety of office equipment; obtain needed certifications; hike, backpack and lift and carry 50 pounds or more for extended periods over rough terrain; camp and survive in isolated areas in Arizona's geographic and weather extremes; work with little or no on-site supervision; exercise field supervision over employees and others; work irregular hours including weekends and holidays; apply work management and leadership principles and techniques applicable to job duties; learn and apply federal, state and agency rules, regulations, policies and procedures appropriate to assignment.

KSAs are typically obtained through experience and/or education in: outdoor construction or maintenance work involving operation of motorized and automotive construction equipment and/or construction team leadership. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

Special Selection Factors: Possession of and ability to maintain a valid Arizona commercial driver's license. Must pass post-offer medical/physical examination.