

STATE OF OHIO (DAS)  
CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**  
CCC Project Crew Leader**SERIES NO.:**  
2217**MAJOR AGENCIES:**  
Natural Resources only**EFFECTIVE DATE:****SERIES PURPOSE:**

The purpose of the CCC project crew leader occupation is to provide gainful employment for people between the ages of 18-24, to instruct them in outdoor education, natural resources/conservation work, basic construction principles & safety procedures & provide counseling to them on life skills, career counseling & guidance.

Glossary: Wherever the term listed below appears in this document it is to be interpreted as follows:

Life skills, career counseling & guidance: Training, educating & coaching others (1) in the basic skills needed to be productive in the work place & in life (e.g., cleanliness/hygiene, appropriate appearance, willingness to learn & to accommodate what is required), (2) to resolve conflict in an acceptable manner, (3) to get up & go to work, report to work on time & maintain consistent good attendance, (4) to maintain balanced nutrition, health & safety awareness, (5) to develop healthy leisure time activity, (6) to respect oneself, others & property, (7) to live as good stewards of the earth/environment, (8) to work cooperatively as members of a team, (9) to be free of drugs & alcohol, and (10) to set career &/or educational goals & outline realistic steps to achieve them.

**CLASS TITLE:**

CCC Project Supervisor

**CLASS NUMBER:**

22175

**EFFECTIVE DATE:**

07/26/1998

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of natural resources, CCC rules & regulations & construction principles & safety practices in order to supervise CCC project crew leaders & coordinate work projects for all work crews.

<b>CLASS TITLE:</b> CCC Project Supervisor	<b>CLASS NUMBER:</b> 22175	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

07/26/1998

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Selects & coordinates work projects for civilian conservation project crews, determines manpower, equipment & transportation needs, assigns CCC project crew leaders to projects, monitors & inspects projects during & after completion, recommends approval of completed projects or determines need for additional work, oversees work crews during disaster relief & emergency situations & supervises CCC project crew leaders.

Maintains project records reflecting resources used, project costs, manpower, training provided/needed, work accomplishments & requests for assistance; prepares annual reports; reviews reports submitted by staff; researches & gathers information on proposed projects; maintains inventory of equipment, purchases & issues equipment; assists central office staff with long term project planning; interviews & selects corpsmembers.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques; basic construction principles & safety; natural resources or conservation; civilian conservation corps rules & procedures\*; interviewing\*. Skill in use & operation of tools & equipment used in natural resources/conservation activities & basic construction. Ability to define problems, collect data, establish facts & draw valid conclusions; plan & coordinate conservation projects; establish friendly atmosphere as supervisor; interview prospective corpsmembers & determine their suitability for program.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. exp. as CCC Project Crew Leader, 22171 or CCC Project Supervisor, 30608; valid commercial driver's license. The final applicant accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment, per Section 3719.01 & 3719.41 of Ohio Revised Code.

-Or completion of undergraduate program core coursework in natural resources or conservation; 12 mos. trg. or 12 mos. exp. in planning, coordinating &/or overseeing activities of work crews engaged in natural resources/conservation & basic construction projects; valid commercial driver's license. The final applicant accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment, per Section 3719.01 & 3719.41 of Ohio Revised Code.

-Or 3 yrs. trg. or 3 yrs. exp. in carrying out natural resources/conservation & basic construction projects; 12 mos. exp. in planning & coordinating &/or overseeing activities of conservation/construction work crew; valid commercial driver's license. The final applicant accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment, per Section 3719.01 & 3719.41 of Ohio Revised Code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; may require overnight stay; periodically exposed to varying weather conditions when inspecting projects & in disaster/emergency situations.