

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

Department: Friends of Claytor Lake (FOCL)

Reports to: FOCL Director

Supervision Exercised: None

Supervision Received: Work is performed with immediate instruction and supervision by Supervisor and Assistant Foreman.

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:

- Remove trash and wood debris from lake utilizing chain saws and other equipment utilizing correct safety procedures and expertise from crew foreman
- Bag trash, load, and unload debris from barges
- Maintain equipment reporting any safety issues or malfunctions to Crew Foreman/Boat Operator
- Work closely with Crew Foreman and assists with seasonal boat and equipment preparations each year
- Assists in burning wood debris removed from lake
- 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 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 climate 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 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 completion of the seventh grade
- 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

TRAINING AND JOB DEVELOPMENT:

- Must complete DGIF boater safety course and receive certificate within one year of 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: _____

