



DESCRIPTION

The Ranch Supervisor will direct and coordinate the Rancho Cielo's Youth Corps Maintenance crew. This position will consist of ranch maintenance oversight, and also serve as a mentor and supervisor during training activities of the program. The ideal candidate for this position should be able to understand and relate to the youth served by the program while being able to maintain a leadership role.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from Rancho Cielo's Deputy Director.

Exercises supervision over program participants and lead ranch maintenance technician.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Coordinate and deliver instructions verbally to youth engaged in general maintenance training activities.
- Coordinate and monitor the progress and quality of work performed by crew members.
- Order supplies and materials.
- Manage the program budget.
- Teach and model the proper use and handling of all hand tools, power tools, and equipment.
- Establish and maintain positive relationship with program participants.
- Teach and promote safety practices; maintain excellent safety record in the crew.
- Coordinate tool inventory control and ensure safety of ranch equipment.
- Collaborate with staff and others (Hartnell, GRID, business supporters of the program) to provide real life learning opportunities for youth enrolled in the program.
- Assist in the development of job opportunities for crew members in conjunction with other staff members.
- Maintain accurate records and prepare reports related to assignments.
- Establish and maintain strong working relationships with youth participants.
- Set standards for appropriate behavior and ways to handle problems/conflicts on the job sight
- Coach employees and participants; write yearly performance review of employee(s).
- Assist with tracking attendance and vocational training outcomes.
- Adhere to the program design, including implementing consequences when necessary, disciplining consistently, fairly, and without judgment.
- Respond to needs of Ranch employees and tenants, as relates to maintenance, landscaping, Ranch cleanup, picking up donations, and other such activities.
- Manage the fleet.
- Create and follow a schedule of required maintenance activities to keep the Ranch looking its best.
- Collaborate with the Program Coordinator and Deputy Director to assist participants in removing barriers that prevent their success.
- Document outcomes for grant requirements, monthly board report and weekly crew meetings.

QUALIFICATIONS & REQUIREMENTS

- Experience working in the general maintenance field.
- Fleet Management a plus.
- Demonstrated sensitivity to and understanding of the diversity, socioeconomic, cultural, disability and risk factors of resilient youth from risky environments in the Monterey County area.
- Demonstrated ability to manage, mentor and lead; supervise and train staff

Ability to:

- Direct, and coordinate the work of participants.
- Assist during general maintenance training activities to ensure that all participants learn the basics of general maintenance and landscaping skills.
- Work in an enthusiastic and encouraging way with young people.
- Work collaboratively with a team in order to achieve program goals.
- Manage a budget.
- Make sound decisions.
- Maintain a safe and productive work environment.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Speak English/Spanish highly desirable
- Operate maintenance and landscaping equipment as needed, for example tractors.
- Drive an automobile, truck, or van
- Work outdoors six to eight hours a day exposed to inclement weather, dust and construction site hazards.
- Maintain a sense of humor!

Training and experience:

Any combination of training and experience which would provide the required knowledge and abilities:

- Construction, landscaping, general campus maintenance experience- 2 year minimum
- High school diploma
- AA degree desirable.
- 1 year of working with resilient youth from risky environments, formerly incarcerated youth, or similar population.
- Supervisory experience.

Possession of:

A valid California Driver's license, and a safe driving record.

Physical Demands: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to stand. Employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach above and below shoulder level; climb or balance; stoop, kneel, or crouch, walk on uneven surfaces, and climb ladders.
- Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work environment: work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level in the work environment is usually moderate/high.
- The work environment is mostly outdoors in a typical construction/ranch environment, with unpaved, uneven ground. The property is 100 acres; much walking is required.

