



Date Developed:	March 2016
HR Review Date:	March 2016

JOB DESCRIPTION/JOB POSTING
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

DEPARTMENT:	Parks and Recreation Community Service Department
DIVISION:	Youth and Family Services Division
POSITION TITLE:	Youth Community Maintenance Team Supervisor (YCMT)
JOB TYPE:	Seasonal
PAY GRADE/RANGE:	\$18.00 per hour*- \$23.00 per hour
FLSA STATUS:	Non-Exempt
CIVIL SERVICE STATUS:	Exempt
OPENING DATE:	
CLOSING DATE:	

*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for the range.

NATURE OF WORK:

Under the direction of the Youth and Family Services Division Manager, the Youth Community Maintenance Team Supervisor will lead career enrichment activities designed to promote personal growth and job readiness for the Community Maintenance Team. The team will consist of Evanston youth ages 14-18 participating in the Mayor's Summer Youth Employment Program (MSYEP). The Supervisor will oversee and coordinate a youth work crew of 1 to 10 members, responsible for tasks such as landscape maintenance, cleaning right-of-ways, traffic calming circles, and alleys, and painting traffic signals, fire hydrants, and light poles, along with other approved assignments. Responsibilities also include daily loading and transportation of tools and equipment, tool maintenance and care, inventorying tools at the end of the day, and additional tasks as needed.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Assigns job tasks to (YCMT) members and ensures work is completed to standard.
- Instructs workers on proper work practices, assigns tasks, and ensures timely and accurate completion of assignments.
- Interacts with the public to answer questions about the Youth Employment Program (YEP).
- Communicates with City staff and Evanston residents to address YEP-related questions or concerns.
- Completes and submits required paperwork, including timesheets, injury reports, and daily work logs, in a timely and accurate manner.
- Provides clear instructions and hands-on assistance to workers during daily tasks.
- Drives a van to various locations to load and unload tools as necessary.
- Assists other City staff with loading debris and vegetation from work sites.
- Works independently to complete daily job assignments.
- Performs inventory, repair, and maintenance of all tools and equipment.
- Supervises a team of 1-10 YEP workers.
- Actively participates in youth career development activities.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS OF WORK:

- Must possess a high school diploma or GED. Some college or trade school experience is preferred.
- Must possess six (6) or more months of experience working with teens in a supervisory, educational or recreational setting. Previous experience as a YEP worker is preferred.

- Must possess a valid driver's license and a safe driving record.
- Must be able to begin training in late May, will full-time hours starting in early June and continuing through late August.
- Must be able to complete the full 9 week YEP summer program.
- Knowledge, skills, and abilities in the following areas:
 - Ability to work with, mentor, and supervise youth.
 - Knowledge of the materials, methods, tools, and equipment used in repairing and painting various surfaces and in the care of flowers, identifying and removal of weeds, lawn maintenance and general public clean-up.
 - Ability to read, understand, and apply instructions for the safe operation of paint supplies and tools, as well as hand tools
 - Ability to establish and maintain effective working relationships with supervisors, co-workers, youth and the public
 - Ability to greet and communicate with the public in a courteous and professional manner.
 - Ability to read, understand, interpret and locate addresses within the City of Evanston boundaries illustrated on a Map.
 - Ability to multi-task in performing various duties, requests and responsibilities.

PHYSICAL REQUIREMENTS OF WORK:

- Ability to work outdoors in a variety of weather conditions such cold, high winds, rain, high temperatures, and humidity.
- Ability to perform heavy manual labor able to lift a minimum of 50 lbs. to kneel, bend, stand or sit for long periods of time, identify or distinguish colors.
- Ability to work in situations where the following are present: loud noise levels, vibrations, fumes, dust and dirt.
- Ability to climb a ladder.

SUPERVISION:

Work is performed under the general direction of the Youth and Family Services Division Manager. Assignments may vary from day to day. Assignments can be either verbal or written, with the employee determining proper procedure and work methods and is responsible for completing the work according to City work rules and safety regulations. Work is reviewed through ongoing observation, written and verbal communication, meetings and feedback from supervisors and other department employees. Guidance is provided through rules and regulations, policies and procedures, Personnel Rules and OSHA. Work is evaluated at least annually for the safe and skilled operation of equipment, quality of tasks, adherence to work rules, and performance in accordance with classification standards. YCMT supervisors are responsible for site inspections, ongoing observations, and written and verbal communications.

PUBLIC CONTACT:

The employee has contact with the general public in residential areas and with the public using parks and recreational areas. The employee may need to respond to questions and complaints and provide general direction to the public; the employee has regular contact with other City employees in order to share information and complete work assignments. Any questions, concerns, or complaints arising in the field will be directed by YCMT supervisors to the Public Works Agency Project Management Supervisor or the Bureau Chief of Infrastructure Maintenance.

SELECTION METHOD

Structured Oral Interview
Qualifications Assessment

TYPE OF ELIGIBILITY LIST

LIFE OF ELIGIBILITY LIST

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, DCFS check, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation,

marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-448-8052 (TTY).