



Martha's Vineyard Land Bank Commission

Field technician supervisor

The field technician supervisor, under the supervision of the conservation land foreman and in accordance with adopted management plans, oversees the activities of the coastal field technicians. The supervisor also maintains certain land bank properties and keeps them orderly and clean and, with the other field technicians, serves with them as the land bank's public representative on these properties. The supervisor works 40 hours per week during the summer season and may, perhaps, work certain hours during its should-ers.

responsibilities

1. Supervision

The supervisor schedules the activities of all of the land bank's field technicians to be certain that property needs and personnel are appropriately coordinated.

The supervisor:

- [a] oversees the technicians' schedules and conduct and advises them of problems needing correction; and
- [b] documents any dereliction of duty and disciplines, as fitting, the technician, reserving as necessary the possibility of referring the matter to the foreman for dismissal; and
- [c] verifies the technicians' time cards and submits them to the land bank office if they have not been submitted by the technician; and
- [d] superintends summer staff housing on land bank properties and enforces the following rules: no illicit substances, no alcohol, no loud re-

veling, keeping of common areas clean and orderly.

2. Property oversight

The supervisor otherwise shares all of the responsibilities of the field technician, as enumerated in the field technician job description.

working conditions The field technician supervisor works according to a schedule devised by the conservation land foreman to provide adequate supervision of the coastal field technicians during the season. Rotations are likely if not probable.

The supervisor will have a half-hour unpaid lunch each day.

On rainy days the supervisor works at the discretion of the foreman; and is not to leave a property on these days without first having contacted the foreman.

The supervisor shall keep a log of hours worked and shall submit this log on a weekly basis to the land bank commission office for payment.

When the supervisor uses his vehicle during the work day for land bank business he shall be reimbursed by the commission at the current federal gasoline mileage reimbursement rate.

remuneration hourly scale "c"

This description generally portrays the work expected of the field technician supervisor. The supervisor may, from time to time, be required by the foreman to perform tasks at a higher skill level or at a lower skill level than that described herein.

approved by vote of the land bank commission: March 29, 2010