



Martha's Vineyard Land Bank Commission

Crew manager

The crew manager, under the supervision of the superintendent, ensures that all field work required under the land bank's various management plans is performed in a timely and professional manner. The manager directs the activities of the conservation land assistants and, as needed, supplements their labor by working alongside them to bring tasks to successful completion.

The crew manager is a practical individual possessing a diploma from a secondary school or a baccalaureate degree and shall have five to ten years' landscape management supervisory experience and a thorough knowledge of the equipment used in such work.

responsibilities

1. supervision and field labor

The crew manager, following schedules prescribed by the superintendent, assigns responsibility to the assistants to perform the following tasks and then oversees their work as to quality and timeliness: cutting of trails and regular maintenance thereof to ensure an even and well-trimmed tread and corridor; prevention or control of erosion; mowing of fields; relocation and/or removal of trees and other vegetation; assembly and erection of boardwalks, footbridges, directional signs, trash receptacles and fences; creation of trailheads and their access driveways; and disposal of trash. This list of tasks is illuminative rather than exhaustive.

The crew manager reviews at least weekly, if not daily, the work reports submitted by the assistants so as to monitor progress and identify problems. The crew manager makes routine employment decisions and resolves routine personnel problems; trains and advises the assistants on safety issues; reviews the quality of their work; is the designee of the superintendent in disciplining them, as necessary; and prepares twice-yearly employee evaluations.

2. equipment maintenance

The crew manager ensures that the following land bank equipment and machinery is regularly inventoried and is in sound working order: pickup trucks, utility vehicles, tractors, brushcutters, woodchippers and chainsaws. This list is

illuminative rather than exhaustive.

3. coordination of activities

The crew manager meets regularly with the superintendent and/or ecologist to review upcoming projects so as to learn of any pertinent special considerations.

4. general assistance to superintendent

The crew manager assists the superintendent with a variety of agency tasks, at the superintendent's discretion.

working conditions

forty (40) hour workweek

hour lunch (paid)

When the crew manager uses a personal vehicle during the work day for land bank business reimbursement shall be made by the commission at the then-current federal rate.

remuneration

consult Employee Remuneration Classification chart

This description generally portrays the work expected of the crew manager. The crew manager may, from time to time, be required by the superintendent to perform tasks at a higher skill level or at a lower skill level than that described herein. Although the land bank makes every effort to accommodate individual preferences, agency needs may at times make the following conditions mandatory: off-hours response to emergency situations or quandaries, overtime, shift work, a rotating work schedule, or a work schedule other than Monday through Friday. All land bank positions are for no guaranteed period of time and the commission may change wages, benefits and conditions at any time.

Work performance evaluations will be conducted annually by the superintendent. This job description will also be reviewed annually.

approved by vote of the land bank commission: July 10, 2017