

CITY OF BURBANK

YOUTH EMPLOYMENT TEAM LEADER

DEFINITION

Under direction, to lead and supervise participants in the Summer Trails Youth Employment Program; to conduct a variety of activities associated with the Program; to participate in crew work; and to do related work as required.

ESSENTIAL FUNCTIONS

Trains and directs Program participants; supervises and participates in a wide variety of maintenance tasks; ensures and teaches proper care of equipment; promotes safe work practices and observes workers to ensure compliance; works with hand tools and operates light power equipment; repairs and sharpens hand tools; monitors and evaluates on-going program operations and makes recommendations for changes; compiles and records data; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – youth behavior; team leadership; safety practices and procedures; common hand tools and other equipment used in maintenance of grounds and other public areas.
- Skill in – interacting and communicating tactfully and effectively with individuals from a variety of economic, cultural, and social backgrounds; discerning potentially dangerous situations.
- Ability to – relate, lead, and motivate youth working in small crews; exercise safety awareness and practices; intervene and defuse emergency situations when necessary; use common hand tools and other equipment used in maintenance of grounds; do manual work of a maintenance nature; make independent judgments and decisions based upon standard policy or procedure; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to 500 hours of paid leadership experience working with youths and one year of park/forestry maintenance experience.

License & Certificates: A valid California Class “C” driver’s license or equivalent at time of appointment. Cardiopulmonary Resuscitation (CPR), Communicable Disease, and First Aid Certificates from authorized providers, as determined by the Management Services department, within two weeks of appointment.

SUPPLEMENTAL INFORMATION

None.