



MISSION NEIGHBORHOOD CENTERS, INC.

Job Description

Job Title:	DPW/MNC Pre-Trainee Year Round Crew
Component:	Youth Services/Workforce Development
Position Status:	Temporary Part-Time/ 24 hours weekly
FLSA Classification:	Non-Exempt
Hourly Wage/Salary:	\$ 11.05 per hour
Reports To:	MNC Supervisor/Mentor
Program Address:	362 Capp Street - Administrative Office

Summary Description:

You will be involved in litter removal, manual weeding, raking, sweeping, loading of debris onto work vehicles from freeway on and off ramps in San Francisco and working in community gardens in the areas of planting plants on landscaped medians and open areas adjacent to public right of ways. You will also be expected to maintain safety and may be exposed to arborous work. Topics may include: Cement work, Landscape Architecture, Bio-Habitat Restoration, Plant Identification, Invasive Species removal, Community Greening Programs and Irrigation.

The following guidelines are intended to better ensure your success in this 11-month temporary DPW/MNC Pre-Trainees program. Remember, as a DPW/MNC Pre-Trainee you represent the department and the organization. Along with this privilege comes the responsibility for carrying out your duties in a manner consistent with the highest of standards and safety.

Eligibility & Program Requirements:

- Youth must be between the ages of 18-24 and enrolled before their 24th birthday.
- Must have valid I.D. and social security card, birth certificate or passport.
- Must be actively participating in a High School Diploma or GED program or already have graduated. Or, ability to graduate within 11 months of entering the workforce development program.
- Must be able to pass a drug screen with random screenings.
- Must be able to work Wednesday thru Saturday from 8:30am to 3:00pm for 11 months.
- Must be willing to attend weekly Job Readiness Training 2 hours every week.
- Must be willing to attend Safety Training 1 hour every month.
- Must have transportation to and from Candlestick Executive Park or 16th Street Bart station.
- Must provide own work boots, work pants, work shirt, water bottle and lunch. MNC will provide all Personal Protective Equipment, tools, supervision, training and transportation between work sites.
- Must be physically able to work outdoors in all types of weather picking up litter from sidewalks, freeway on and off ramps, pulling weeds and removing invasive species, planting and gardening.
- Must be a team player, follow directions at all times, be on time to work, adhere to safety protocols, willingness to learn, wear uniform, utilize personal protective equipment, utilize hand tools.

Essential Duties and Responsibilities include the following:

- **Dress** – For safety reasons, appropriate work clothes must be worn to work. No tank tops, baggy pants (pants must be worn at the waist), shorts, open toe or tennis shoes. Do not wear heavy jewelry, or items that can catch on objects. Work boots are required along with appropriate work clothing, work pants, work shirt, rain gear.
- **Smoking** – Smoking is only allowed on breaks and must be outdoors at least 20 feet away from any door or operable window. Smoking is not allowed in any vehicle at any time. Smoking is also prohibited in parks and on beaches. Please check for any posted signs regarding smoking.
- **Personal Cell Phones** – May only be used during your break. Personal business is to be conducted on your own time. If you have a personal emergency, contact your Supervisor/Mentor.
- **Electronic Devices** – ipod, PSP, walkman, text messaging, etc. are not allowed while working.
- **Tailgates and Trainings** – These are mandatory meetings and trainings. The safety training information must be practiced on-the-job.
- **Injuries** – Must be reported to your Supervisor/Mentor immediately, even minor injuries.
- **Personal Protective Equipment** – You must wear your boots, gloves, safety vest, eyeglasses, and hard hat at all times on the jobsite (except during breaks). Your safety vest is to be zipped up. All necessary safety equipment provided must be worn while on the job.
- **Breaks** – You are entitled to two, fifteen-minute breaks each day and a 30-minute lunch break. Your Supervisor/Mentor determines your break time. All breaks must be taken within your assigned work areas. If you must leave your work area for any reason, contact your Supervisor/Mentor **before** you leave. Do not return late from your breaks.
- **Courtesy** – Is expected with the public, supervisors and your co-workers. If you encounter an angry citizen, **DO NOT Argue** with him/her. Report it to your Supervisor/Mentor immediately.
- **Teamwork** – The most effective way to get the job done is to be willing to work with others. **DO NOT** argue with your Supervisor/Mentor and co-workers. Must be willing to work in groups of 3 or more, sometimes as many as 12 per group depending on the job site.
- Must be able to lift at least 50 pounds, stoop, squat, twist, turn, bend, walk and stand for long periods of time. Operate small power tools and hand tools. Work in all types of weather; heat, cold, rain, wind.
- Must have ability to read and comprehend simple instructions, short correspondence, and memos in English. Also, have the ability to write simple correspondence, present information in one-on-one and small group situations to other Pre-Trainees, and other Supervisors/Mentors.
- Other duties may be assigned.

Work Environment:

The work environment 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.

Requirements:

18-24 years old at time of entry and as a condition of employment, all new employees must show valid proof that they are eligible to work in the United States in compliance with Immigration Reform and Control Act.

This agency has the right to change duties, as business requires.

A copy of this Job Description, with original signature of employee is filed in the agency administrative files with other appropriate personnel records. Duplicate copy of signed document is provided to employee.

Signature of Employee

Date

Print Name

Signature of Supervisor

Date