



MONTANA CONSERVATION CORPS

JOB DESCRIPTION

CREW JOURNALIST



Summary Statement: The Crew Journalist is a leadership opportunity offered to an AmeriCorps Corpsmember enrolled in MCC. The Crew Journalist is responsible for recording the crew's history through blogs, photographs, videos, drawings, journals, etc. Additionally, working with Regional and State staff, the Crew Journalist can act as an MCC ambassador to project partners, media, and project beneficiaries.

Job Duties:

- Upload before and after and crew-at-work photographs/videos to region's Google drive account by project code. Consult Photo Uploading Guidance for directions.
- Ensure that your crew submits at least one contribution per month to the MCC blog in the form of a personal narrative, story, poem, drawing, joke, photographs, etc. Visit <http://www.mtcors.org/blog> for inspiration.
- Write and mail thank you letters to project sponsors once your projects in that area are completed.

Journalist Hitch Report

Name: _____

Project Code: _____

Pay Period: _____

- ✓ ___ Document the crew's experience each hitch via photos, videos, or journal entries.
- ✓ ___ Upload at least 5 photos per hitch to the Photo folder on the CL computer. Label each with the project code and location.
- ✓ ___ Upload 4 photos per hitch via the MCC photo submission link.
 - Take before/after photos from same position for accurate representation of work completed.
 - Take photos in good lighting or adjust exposure to ensure a well-lit photo.
 - Close-up photo should be of work completed.
 - Work photo should be crew of in action working on the project.
 - Make sure MCC logo is visible in photos with crew.
 - Faces of crew members visible are preferred over the back of crew members.
 - Please share all other photos (working action, camp life, landscapes, etc.) on your region's Google Photo Account.
- ✓ ___ Submit one crew blog per month via the blog link on the designated computer.
- ✓ ___ Write and mail a thank you card to each project partner after your last hitch with them.

Report any issues or follow up needed by staff :

_____ **CL Signature**

_____ **FC Signature**



MONTANA CONSERVATION CORPS

JOB DESCRIPTION

TOOL SPECIALIST



Summary Statement: The Tool Specialist is a leadership opportunity offered to an AmeriCorps Corpsmember enrolled in MCC. The primary duties of the Tool Specialist are to track the inventory of tools before, during and after projects, insure the regional tool cache is maintained in an orderly way and insure that all MCC tools are maintained and in proper working condition. This does not mean that the Tool Specialist needs to do all the maintenance, but should oversee and engage other members in maintaining tools properly.

Tool Duties:

- Get Project Information Sheet from Crew Leader and assemble all tools and equipment needed for projects. Make sure that all power equipment starts before loading tools/leaving for hitch.
- Keep tools in sharp and good working condition.
- As needed, arrange for cleaning, repair, and sharpening of all power equipment and tools by crew.
- Report damaged equipment to Crew Leader and Regional staff.
- Return all borrowed equipment from other regions or sponsors and make sure equipment returned is clean and in working order.
- Remind crew during safety circle of proper usage and safety of power and hand tools.
- Responsible for upkeep of the regional tool cache. Make sure equipment is returned and placed where labeled.
- Account for tools *during* each work day as well as before *and* after hitch.
- Restock saw and tool maintenance kits before/after hitch.
- Delegate responsibilities to other corps members as needed.

Administrative Duties:

- Use inventory sheets to check equipment in and out of tool cache; note condition of equipment.
- Maintain daily inventory to check tools in and out of crew vehicle or cache at beginning and end of each work day.
- Coordinate with other Tool Specialists before borrowing/switching tools from another assigned cache.

Tool Specialist Hitch Report

Name: _____

Project Code: _____

Pay Period: _____

Hand Tools Borrowed/Returned

Specify any tools being used from outside your cache.

What Tool	In	Out	Condition Returned (clean & sharp, needs rehandling, lost, etc)
Shovels			
Picks			
Pulaskis			
Single-bit Axes			
Bastard Files			
Silky saws			

- ✓ Ensure that all tools are clean, sharp and functioning before *and* after hitch
- ✓ Keep track of tools daily, insure that none become missing
- ✓ Tools returned neatly and properly in designated spots in the cache
- ✓ Made arrangements with CL for rehandling/repair of broken tools

Power Tools Borrowed/Returned

Specify any tools being used from outside of your cache.

Assigned tool #	Returned Y/N	Saw Forms Updated Y/N	Description of Working Condition (ex: ran fine, threw chain, won't start, etc)	# Hours power tool used
Chainsaw ____ & kit				
Chainsaw ____ & kit				
Brushsaw ____ & kit				
Chaps: #s:				
# of Jerry cans ____				
# of Dolmars ____				
# Bar oil cigs ____				
# Gas cigs ____				

- ✓ Ensure all tools are working properly and all kits are stocked *before* hitch
- ✓ Ensure all tools are clean, sharp, flagged if need and returned neatly after hitch
- ✓ Restock saw kits, identify anything out of stock, flag and label if missing items
- ✓ Tools are empty of gas before being put in their assigned cache spot
- ✓ Boom shed gas is mixed & labeled w/ initials and date of mix (Saw gas should not be used past 30 days of mix date)

Report follow up, needed parts and repairs to FC

_____ CL Signature
_____ FC Signature



MONTANA CONSERVATION CORPS

JOB DESCRIPTION

SAFETY OFFICER



Summary Statement: The Safety Officer is a leadership opportunity offered to an AmeriCorps Corpsmember enrolled in MCC. The primary duties of the Safety Officer are to insure the MCC safety standards are maintained and routinely addressed.

Project Duties:

- Ensure First Aid Kits (FAK) are present with crew daily, and that everyone knows specifically where to access it.
- Ensures Crew is completing COVID symptom check each day
- Ensure crew knows where to find and how to use communication devices in case of an emergency: radios, satellite phone, SPOT device, inReach, etc
- Ensure FAKs, bear spray and communication devices are distributed appropriately among crew.
- Lead daily safety circle after morning stretch and deliver Safety Memos, as needed.
- Promote proper PPE use.
- Ensure additional safety gear is provided on project work outside the norm (ear protection, chaps, throw bags, etc).
- When opportunities arise that the crew can learn from, ensure they are discussed at the end of the work day.
- Familiarizes self with Emergency Response Plan (ERP), and along with crew leaders, and ensures the crew knows where to find that information.
- Pays attention to individuals within the crew's needs, alerts Crew Leader if pain lingers or significantly increases.
- Assesses chaps for nicks at the end of each day. Checks in chaps with staff during derig.
- Attend scheduled Risk Management Meetings

Administrative Duties:

- Ensures First Aid Kit is sufficiently stocked and assembled at all times, keeps track of what is used/taken during hitch.
- Ensures COVID-19 vehicle kit, first aid kit, and evacuation kit are all stocked.
- Records which Safety Memo is delivered each project
- Works with leaders to prepare and deliver Job Hazard Assessments (JHAs) and to ensure that health and wellness for the crew is being accurately documented.
- Checks in with other Safety Officers (in region) to discuss safety trends, concerns, solutions after hitch or when convenient.

Safety Officer Hitch Report

Name: _____

Project Code: _____

Pay Period: _____

Safety Devices Borrowed/Returned

Specify any tools being used from outside your cache.

What Device	Out	In	Condition Returned (functioning or not, missing FAK supplies, etc)
inReach			
Bear Spray			
Radios			
Batteries			
Spot Device			
Sat Phone			
First Aid Kit (large)			
First Aid Kit (small)			
Covid Vehicle Kit			

- ✓ ___ Ensure that all devices are functioning before, during *and* after hitch
- ✓ ___ Keep track of devices daily, insure that none become missing
- ✓ ___ Return radios to project partner as necessary
- ✓ ___ Make sure that the First Aid Kit is restocked at the end of every hitch

Report follow up, needed parts and repairs to FC

_____ CL Signature _____ FC Signature



MONTANA CONSERVATION CORPS

JOB DESCRIPTION

GEAR SPECIALIST



Summary Statement: The Gear Specialist is a leadership opportunity offered to an AmeriCorps Corpsmember enrolled in MCC. The primary duties of the Gear Specialist are to handle the inventory of group gear, to insure that all MCC group gear is maintained in proper working condition, that all needed repairs and replacements are reported.

Gear Duties:

- Get Project Information Sheet from Crew Leader and assemble all group gear and equipment needed for projects.
- Ensure all stoves, water filters, kitchen kits and tents are in proper functional condition before taking into the field; ensure adequate supply of stove fuel.
- Report damaged equipment to Crew Leader and/or Regional staff.
- Make sure that all equipment is cleaned and maintained regularly (stoves, filters and group gear).
- Return all borrowed equipment from other regions or sponsors and make sure equipment returned is in good working order.
- Responsible for returning gear and equipment to its cache appropriately.

Administrative Duties

- Document inventory check-in and out, gear condition and any maintenance needed; pass documentation to crew leaders and regional staff.
- Record on gear specialist sheet that gear has been damaged or lost.

Gear Specialist Hitch Report

Name: _____ Project Code: _____ Pay Period: _____

GEAR LIST

SPIKE KIT STUFF	Out	In	Pre-Hitch condition	Post-Hitch Condition
MSR Dragonfly				
MSR Whisperlite				
Pump Filters				
Gravity Filter				

EXTRAS	Out	In	Pre-hitch condition	Post hitch condition
Wall Tent				
Tarps				
Camp Chef, hose + legs				
Coleman 2 burner				

****Please ask for staff permission before taking any non-assigned items into the field***

- ✓ Check that all stoves, filters, and kitchen kits are clean, working and ready to go before and after hitch
- ✓ Ensure water filters are clean, working, dry and maintained
- ✓ Ensure stoves are cleaned after each hitch
- ✓ Clean, dry, and put away group gear for next hitch in cache or in locked rig

Report follow up, needed parts and repairs to FC

_____ **CL Signature** _____ **FC Signature**



MONTANA CONSERVATION CORPS

JOB DESCRIPTION

VEHICLE SPECIALIST

Summary Statement: The Vehicle Specialist is a leadership opportunity offered to an AmeriCorps Corpsmember enrolled in MCC. The primary duties of the Vehicle Specialist is to ensure the MCC vehicles are maintained in proper working condition, that all regular checks are conducted as scheduled and that all relevant administrative record keeping is maintained thoroughly and in a timely manner.

Vehicle Duties:

- Check fluids, belts, and tire inflation according to checklist and designated schedule (beginning and end of hitch or weekly).
- Ensure policies and procedures pertaining to vehicle use are followed: PPE when loading and unloading vehicles (especially with roof racks and trailers), use of a spotter when backing, appropriate speed, etc.
- Maintain trailers by ensuring pins, cables and wiring harnesses are properly attached, secured and working before driving.
- Ensure all Corpsmembers are wearing seat belts at all times.
- Oversee that all other vehicle safety polices are followed.
- Ensure that contents of vehicle equipment list are maintained in the vehicle and replaced when necessary.
- Delegate vehicles responsibilities to other Corpsmembers as needed.
- Make sure exterior and under carriage of vehicle is washed after each hitch.
- Remove all trash from inside and clean interior (vacuum, wash windows, wipe surfaces, etc) of vehicle after each hitch.

Administrative Duties:

- Check in with Crew Leaders that gas receipts are submitted.
- Make sure that any needed repairs are reported to Crew Leaders and Field Coordinators.
- Ensure Vehicle Maintenance Record and Vehicle Checklist forms are maintained and up to date.
- Turn in Vehicle forms in a timely manner.

Vehicle Specialist

Vehicle Name _____ Vehicle Number _____ Dates _____

Be sure that the following items are present and operable or at the appropriate level **before you leave for hitch and before you return from your project** (weekly if working in town).

The online vehicle checklist is always preferable, but this sheet is available to those without the capability of accessing that

Post-Hitch Odometer Reading:

	Pre-Hitch	Post-Hitch
Copy of MCC Registration (Current)		
Copy of MCC Vehicle Insurance		
Accident Report Kit		
Gas Card		
Clean Inside of Windshield & Mirrors		
Montana Map		
Windshield Wiper Fluid		
Motor Oil		
Radiator Coolant		
Horn		
Spare Tire (check pressure)		
Lights (Headlights, All Blinkers, Brakes)		
Windshield Wiper Condition		
Check Security of Topper Bolts		
Quality of Tire Tread (A-F)		
Fire Extinguisher(Check date)		

	Pre-Hitch	Post-Hitch
Crescent Wrench		
Duct Tape		
Flat-head Screw Driver		
Phillips Head Screw Driver		
Hammer		
Pliers		
Tape Measure		
Utility Knife		
Funnel		
Tire Pressure Gauge		
Emergency Flares		
Flashlight (Does it work?)		
Windshield Scraper		
Jumper Cables		
Jack		
Lug Wrench		

- Wash vehicle after every hitch. Be sure to spray the undercarriage and wheel wells to avoid spreading weeds!
- Oversee that all other safety policies are followed: use of backer, appropriate speed, etc.
- Turn in gas receipts and vehicle maintenance receipts with project code.
- If wiper fluid is low, please refill it on your own
- If tire pressure is low, please refill it on your own
- Report vehicle issues:

Front Driver Tire PSI:

Front Passenger Tire PSI:

Rear Driver Tire PSI

Rear Passenger Tire PSI:

Spare Tire PSI: