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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Community Justice	CLASSIFICATION:	223
SUPERVISOR:	Community Justice Dir.	SALARY RANGE:	24
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 1442

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**GENERAL STATEMENT OF DUTIES:** Plan, coordinate and direct the activities of individuals sentenced to the work crew program. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Plan, coordinate and direct the activities of work crew clients in the field. This includes supervision of the crew, resolving client conflicts, prioritizing, planning and assigning work appropriate to each individual's ability and crew dynamics; driving the crew to work sites; and maintaining/submitting appropriate records on clients and on the work performed, including incident and injury reports. Provide quality control of assigned work.

Assist in the development of objectives, standards, policies and procedures for the effective utilization of clients in the work crew program.

Act as liaison with the court, social service agencies and other organizations concerned with client participation.

Represent the work crew program at meetings relating to client work, client scheduling and client performance and at other meetings as appropriate.

Conduct worker orientation, including safety, on a day to day basis related to each project assigned.

Schedule and coordinate work crew projects with various departments and agencies, such as Public Works (Road and Parks), Fairgrounds, Facilities Maintenance, Sheriff's Office and external agencies.

Purchase supplies and equipment as appropriate within budget guidelines. Estimate time and material costs to manage daily activities of the work crew.

Maintain and perform minor repair on small equipment, such as power tools.

Participate in mandated and optional training opportunities.

Follow all safety rules and procedures established for work areas. Ensure that work crew clients comply with safety rules and procedures, including proper operation of tools and use of appropriate personal protective equipment. Comply with all relevant County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of other employees is not a normal responsibility of this position. However, this position is expected to develop and coordinate schedules, program planning and evaluating and implementing specific objectives with other work crew supervisors. Supervision of community service workers is to be done in coordination with the Director/Office Manager in compliance with law and program requirements.

**JOB DESCRIPTION: WORK CREW SUPERVISOR**

DATE: 07/01/2012

**SUPERVISION RECEIVED:** Work under the general supervision of the Director of Community Corrections who assigns and evaluates work for conformance to established procedures and methods.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school graduation with at least two years work experience in the corrections or criminal justice field which has included offender or public contact. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage. Possession of, or ability to obtain within three (3) months of employment, a current first aid/cpr card.

**KNOWLEDGE, SKILL AND ABILITY:** Working knowledge of behavior and adjustment problems in adult offenders and methods of treatment. Some knowledge of state criminal laws, federal law, case law decisions, state administrative rules and parole rules and Attorney General opinions.

Familiarity with computers systems and their use.

Ability to prepare accurate and complete reports and communicate effectively in written or verbal form. Ability to communicate effectively with persons of various ethnic or racial groups and socio-economic levels who may be hostile or abusive. Ability to work independently with minimal supervision. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public. Ability to apply practical knowledge of program knowledge to daily activities. Ability to efficiently and effectively operate equipment and vehicles used in the performance of duties assigned.

**PHYSICAL DEMANDS:** The physical demands 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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. This position requires frequent activity in the grounds which may require additional physical demands, such as walking, bending, stooping, reaching, etc. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; high, precarious

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places; fumes or airborne particles; and toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock. The noise level in the work environment is usually loud. There is daily contact with adult offenders that may require interaction to diffuse offender aggression. Work schedule includes weekends on a regular basis. Requires entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to offenders under supervision. Extensive travel required to work sites, often in remote areas.