

## **JAIL INDUSTRIES COORDINATOR**

### **JOB PURPOSE AND SUMMARY**

To train and motivate trustees by providing a professional example for work ethics and positive community behaviors while they are fulfilling their obligation to society and the courts; to oversee and instruct inmate/trustees performing jail industries services involving various work assignments.

### **CLASSIFICATION DISTINCTIONS:**

This position is responsible for performing various assignments involving trustee-related tasks. The use of discretion and judgment is required in daily interaction with trustees and in applying appropriate guidelines, references and procedures. On the job training normally requires 6-9 months before employees are capable of working independently. Receives direction from the Jail Industries Supervisor in charge of jail industries (non-food related) operations.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

Duties may include, but are not limited to, the following:

- Orient new inmates/trustees to the service protocols, work requirements and expectations.
- Train, motivate and instruct trustees indoors and outdoors job sites, without immediate access to supervisor.
- Exercise and ensure work site and equipment safety precautions; perform minor equipment maintenance and repair.
- Coordinate and oversee activities by scheduling trustee assignments and setting daily task priorities and expectations
- Evaluate work projects requirements and determine tools, equipment and methods for accomplishing the task within the specified time.
- Operate County vehicle and transport laundry or service items and trustees to and from job sites as required.

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- Assess skills of and assign trustees to work project tasks; reviews work of inmates for completeness and accuracy.
- Coordinate with representatives of other departments and community agencies to insure smooth accomplishment of projects.
- Investigate, evaluate, report and recommend disciplinary action in response to inappropriate behavior of trustees
- Respond immediately to resolve problems and emergencies as situations occur on the job site, including equipment breakdown, injuries to personnel, and acting out behavior by trustees.
- Handle/process various sanitation/bio-hazardous materials and cleaning supplies.
- Participate in all facets of trustee job assignments.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Experience and Training**

- Minimum of two (2) years of experience providing customer service to a diverse client population. Criminal justice system experience preferred.
- One year of experience in a team environment performing laundry service, landscaping, janitorial, construction and/or other physically demanding indoor/outdoor work.
- One year of experience in training and leading others to accomplish a goal.
- Must possess or have the ability to acquire a motor vehicle operator's license and have evidence of a safe driving record.
- United States Citizenship or Lawful Permanent Resident required.
- Basic word processing/computer skills are desirable.

Any combination of experience and training that would likely provide the required knowledge and abilities will be considered

**Knowledge of:** instructional techniques for training and motivating others; communication techniques to insure successful results in dealing with cross-cultural or diverse groups of people including public, peers, team members, inmates (trustees) and other County employees. Criminal justice system and community resources knowledge is preferable.

**Ability to:** train, direct and evaluate the work of trustees in the timely performance of assigned tasks; train trustees in all phases of job assignments, including safety considerations and cleanup; issue verbal instructions in a clear and easily understood fashion; set expectations, maintain work by following established guidelines and procedures; establish and maintain effective and collaborative working relationships with trustees, supervisors and other members of the staff; identify and recognize the potential dangers of working in close quarters with jail trustees; perform the physical demands of the work involving walking, climbing, lifting up to 50 pounds, manipulating equipment; evaluate emotional needs of trustees in the work environment, and make appropriate referrals.

### **WORK ENVIRONMENT & PHYSICAL DEMANDS**

Work involves overseeing/instructing jail facility trustees; work may involve interactions in stressful or sensitive situations and be exposed to face-to-face interactions and confrontations with angry, hostile, depressed and/or otherwise emotionally distraught trustees. Incumbents must be able to wear protective equipment as required by the department.

Essential tasks include use of various grounds maintenance, janitorial, laundry and other supplies/equipment customarily used with inmate industries activities. Incumbent stands, bends, reaches, sits and lifts work related items, supplies and equipment. Additionally, incumbent routinely handles various sanitation and cleaning supplies to insure compliance with health standards.

Incumbent also may work in an office setting. Work involves management of multiple priorities. Incumbent may also use daily a PC, printer, and other office environment equipment and supplies.

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