

OFFENDER CREW CHIEF

JOB PURPOSE AND SUMMARY

To train and motivate offenders toward work ethics and positive community behaviors while they are fulfilling their obligation to society and the courts; to supervise offender crews performing community service work on County and other public service projects.

Receives direction from the Correction Counselor III in charge of work crew operations and daily receives assignments and guidance from the Lead Crew Chief.

Exercises direct supervision over offender work crew members only.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES - Duties may include, but are not limited to the following:

- Orient new offender crew members to the program protocols, work crew requirements and expectations.
- Train, motivate and supervise crew members at remote outdoor job sites, without immediate access to supervisor.
- Exercise and insure work site and equipment safety precautions; perform minor equipment maintenance and repair.
- Evaluate work projects requirements and determine tools, equipment and methods for accomplishing the task within the specified time.
- Assess skills of and assign crew members to work project tasks.
- 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 crew members.
- 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 offenders.
- Maintain detailed records of work crew members participation, project status, equipment condition.
- Perform related duties as assigned.

QUALIFICATIONS

Experience and Training:

- Two years of experience in the criminal justice system involving direct contact with offenders.
- One year of experience in landscaping, construction or other physically demanding outdoor work.
- Equivalent to two years of post-secondary education or training in Criminal Justice or a related field.
- Must possess or have the ability to acquire a motor vehicle operator's license and have evidence of a safe driving record.
- Any combination of experience and training that would likely provide the required knowledge and abilities will be considered

Knowledge of: criminal justice system and community resources; interviewing and basic counseling methods and techniques; various communication styles, human behavior cross cultural diversity and group dynamics; training and motivation techniques and methods; basic principles of supervision; safety standards and precautions.

Ability to: supervise and control small groups of offenders for a full work shift under all weather conditions on a daily basis; set, communicate and enforce limits; respond quickly to situations requiring safety and protection of self and others; communicate orally and in writing to diverse groups and individuals; perform the physical demands of the work involving walking, climbing, lifting up to 50 pounds, manipulating equipment and exercising; evaluate outdoor work projects for necessary equipment, timelines, and assignment of tasks; respond to and evaluate emotional needs of offenders in a supervised environment, and make appropriate referrals; establish and maintain effective working relationships with staff, offenders, other agencies and the public.

Skill in: operating and maintaining small equipment and tools required for outdoor projects; landscaping, construction, forestry or other related outdoor work; scheduling outdoor work projects to insure timely completion; provision of First Aid; operating and maneuvering a van hauling a large trailer.

Revised 1/90
Office use: 6/22/00