

# OFFENDER INDUSTRIES TECHNICIAN I

## **JOB PURPOSE AND SUMMARY**

Provides job-site instruction and on-the-job training to offenders in a variety of technical areas which may include horticulture, traffic signs, upholstery, carpentry. The work involves application of technical knowledge and communication skills. Works with a higher level technician to implement training plans and provide guidance to offenders. Communicates and effectively interacts with and motivates assigned offenders while acquainting them with the technical aspects of the work. Works closely with Offender Crew Chiefs who are responsible for direction and security of the offenders. Duties involve assuring availability of needed equipment and supplies, assigning tasks to offenders, observing and correcting work performed by offenders, tending to technical requirements of the work and reporting behavioral problems of offenders.

## **CLASSIFICATION DISTINCTIONS**

This is the first level in the Offender Industries Technician job family. Employees at this level are distinguished from Technicians II in that the Technician I may have a developed base of technical knowledge in the area but not be required to plan and develop work plans or purchase supplies and equipment. The Technician I may receive direction from the Technician II or III level. The technical area of expertise may influence the level to which a position may be allocated; the most complex technical areas with the lengthiest apprenticeship/training period would likely be allocated to the Technician II or III level without the presence of other distinguishing factors such as work plan development and provision of classroom training.

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

- Oversees and provides guidance on technical aspects of offender crew projects which may include remote outdoor job sites.
- Maintains inventory and usage records for materials and supplies relative to the technical area.
- Follows plans developed by the supervisor or lead for the implementation of projects; insures progress on projects; monitors status.
- Teaches technical skills to offender crews through coaching, demonstrations and on the job methods.
- Assists in maintaining records that reflect offender achievement and attendance and issues certifications of training hours completed.
- Operate and maintain equipment required for and essential to the technical area.

- Monitor and report behavioral problems of offenders to designated supervisor or lead; occasionally may supervise and provide security and discipline to offender crews during the temporary absence of the crew chief.
- Performs related duties as assigned.

## **QUALIFICATIONS**

- Two years of experience in the assigned technical area; or,
- One year of formal technical training from an accredited school or training center and one year of applied experience; and,
- Six months of experience providing customer service to difficult client populations, preferably clients involved in the criminal justice system; and,
- Possession of a valid motor vehicle operator's license.
- Any combination of training and experience that would provide the required knowledge, skills, and abilities will be considered.

**Knowledge of:** technical aspects of the assigned area; instructional techniques for training and motivating offender participants; communication techniques to insure successful results in dealing with cross-cultural or diverse groups of people including public, peers, team members, offenders and other County employees; equipment and supplies relevant to the technical area.

**Ability to:** understand and interpret oral and written instructions, specifications, blueprints and sketches; bend, walk, climb, and lift up to fifty pounds on a routine basis; instruct and motivate diverse groups of people; maintain inventories and other records; quickly respond to diverse situations and groups to insure safety and protection of self and others; operate and maintain equipment used in daily activities, including a personal computer, machinery and tools; develop and maintain effective working relationships with management, volunteers, employees, crews and the public.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Incumbents work in settings appropriate to the technical area which could include indoor shops, outdoor nurseries, remote locations and others. Indoor shops may have temperature and sound variations as may outdoor assignments. Work includes daily exposure to varying temperaments of individuals, including the public, industry team members, other staff and offender work crews. Stamina and physical agility are essential for most technical assignments. Examples of physical demands include the use of tools and equipment, stooping, bending, or remaining in uncomfortable positions for periods of time, walking or hiking to remote locations, van and trailer operation, and lifting and carrying of products or equipment.

Revised 8/22/96

Office use: 6/22/00