

OFFENDER INDUSTRIES TECHNICIAN III

JOB PURPOSE AND SUMMARY

Applies advanced, detailed, highly technical expertise in designing and developing work and instructional plans for offenders in a variety of technical areas which may include traffic signs, upholstery, horticulture, carpentry. The work involves the application of organizational skills, expert technical knowledge and communication skills. Communicates and effectively interacts with and motivates assigned lower level technicians and offenders while acquainting them with the technical aspects of the work. Works closely with product customers to encourage and clarify orders and with Offender Crew Chiefs who are responsible for direction and security of the offenders. Some positions at the Technician III level may have responsibility for security and behavioral management of offenders when the programs involve highly technical skills and smaller numbers of offenders. Duties involve assisting in marketing the program to potential customers, identifying, purchasing and maintaining needed equipment and supplies, assigning tasks to lower level technicians and offenders, teaching offenders in the technical requirements of the work.

CLASSIFICATION DISTINCTIONS

This is the third of three levels in the Offender Industries Technician job family. Employees at this level are distinguished from Technicians I in that they are responsible for the development of work and instructional plans, program quality control, and determination and purchasing of supplies; they are additionally distinguished from Technicians II by the increased responsibility for program marketing, advanced technical expertise required and by the potential for providing classroom as well as on the job training.. Consequently, Technicians III require a higher level of knowledge and advanced abilities in the technical areas of assignment as well as more advanced knowledge of teaching and adult learning. At the III level Technicians may be responsible for the behavioral management, security and discipline of offenders, only when the program involves highly technical skills and small numbers of offenders; at the I and II levels this responsibility would exist only during temporary absence of the crew chief. Technicians III may provide daily guidance to Technicians I or II and are supervised by a Corrections Counselor III.

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

- Develop training plans for the program to insure a training environment conducive to adequate learning and production.
- Creates instructional plans and approaches to teaching the technical aspects of the area to offenders, through both classroom and hands on training methods.
- Teaches technical skills to offender crews through classroom teaching, coaching, demonstrations and on the job training.
- Assist in the development of program marketing approaches to potential and current customers.

- Assess program quality and design and recommend modifications to increase both product and training program quality.
- Design and maintain record keeping systems to track technical production, offender achievement, supplies and other relevant program data.
- Maintains inventory and usage records for materials and supplies relative to the technical area.
- Research and remain up to date on technical advances in the assigned area.
- Determine and purchase supplies and equipment; track and monitor usage.
- May monitor offender behavior, correct and take action when problems occur, such as suspension or termination from the program.
- Performs related duties as assigned.

QUALIFICATIONS

- Three to five years of experience in the assigned technical area;
- Completion of formal apprenticeship program or technical training from an accredited school or training center; and,
- Possession of journey license or equivalent in the technical area.
- Two years of experience involving direct contact with difficult populations, preferably offenders or others 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: up to date, advanced technical aspects of the assigned area; principles and practices applicable to the assigned area; planning and product development; instructional techniques for classroom and on the job training; 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 employee; equipment and supplies relevant to the technical area.

Ability to: design and plan instructional programs; monitor and evaluate program status to assure quality control; make presentations to groups of individuals; instruct and motivate diverse groups of people; identify supplies and equipment; operate and maintain equipment used in daily activities, including a personal computer, machinery and tools; coach and modify behavior; quickly respond to diverse situations and groups to insure safety and protection of self and

others; 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.

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