

## **OFFENDER CREW CHIEF, LEAD**

### **JOB PURPOSE AND SUMMARY**

To provide training and daily assignments to offender crew chiefs; to insure equipment availability and maintenance; to serve as the unit liaison with outside agencies and other County departments; to maintain unit records.

Receives direction from the Correction Counselor III in charge of the offender crew operations.

Exercises lead responsibilities over the Offender Crew Chiefs.

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

- Assign offender crews to work projects; determine equipment required for completion and insure its availability; conduct periodic on-site reviews of work projects insuring proper methods, supervision and community and worker safety.
- Train and orient Offender Crew Chiefs to job requirements and expectations; conduct Crew Chief meetings as needed.
- Coordinate equipment requirements including safety, inventory, maintenance, storage, budget and procurement specifications.
- Maintain records and program statistics; audit files to assure proper documentation, prepare written reports.
- Coordinate with representatives of other units, agencies, and departments in the identification of work projects; evaluate projects and site feasibility.
- Perform the Offender Crew Chief functions whenever absences necessitate.
- Consult with Offender Crew Chiefs in evaluating and determining appropriate disciplinary action following crew member infractions.
- Participate in Unit administration, including recommending procedures, program planning, equipment forecasting and budget development.

## **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.
- One year of experience in training and leading others to accomplish a goal.
- Equivalent to two years of post-secondary education or 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; 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; 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; evaluate outdoor work projects for necessary equipment, timelines and assignment of tasks; establish and maintain effective working relationships with staff, offenders, other agencies and the public; perform the physical demands of the work involving walking, climbing, lifting up to 50 pounds, manipulating equipment and warming up exercises.

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