

OFFENDER CREW LEADER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB OBJECTIVES

Under administrative direction, train, 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 City and other public service projects. Exercises direct supervision over offender work crew members only.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Orient new offender crew members to the program protocols, work crew requirements and expectations.

Train, motivate and supervise crew members at 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 member participation, project status, equipment condition.

Prepare written reports of incidents, injuries and behavioral problems to be used by appropriate departments or agencies.

Conduct appropriate searches of work crew offenders person and property for contraband and safety.

Coordinate, facilitate and administer drug and alcohol screenings of work crew offenders as needed or appropriate.

Perform the duties of Court Security Officer in the absence of the employee regularly assigned to that position.

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as assigned.

QUALIFICATIONS

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 on a daily basis

Work 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 with diverse groups and individuals.

Evaluate 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.

Operate and maintain small equipment and tools required for projects including landscaping, construction, forestry or other related work.

Schedule work projects to insure timely completion.

Provide First Aid as needed.

Operate and maneuver a vehicle with a trailer.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to two years of accredited post-secondary education or training in Criminal Justice or a related field.

Experience:

Five years experience in the criminal justice system involving direct supervisory capacity; OR

Five years employment as a law enforcement or custody officer; OR

Two years employment performing duties in a similar position (ie a work or offender crew leader).

Emphasis will be given to candidates with law enforcement experience.

License or Certificate

Possession of an appropriate valid driver's license.

Possession of, or ability to obtain, an appropriate valid First Aid certificate.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Field environment with occasional office; travel from site to site; subject to adverse weather conditions; exposure to communicable diseases, bodily fluids and physical or verbal abuse from hostile citizens.

Mobility: Incumbents require mobility to walk, stand, sit, operate various equipment and motorized vehicle; and lifting light to medium weight material.

Vision: Vision sufficient to read printed documents and acuity to operate vehicles and equipment.

Other Factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings. Incumbents may be required to provide extensive public relations contact under potentially stressful situations.