



Community Service Crew
Coordinator
Class code: 222
Employee Group: SEIU
Salary Range: 15

I. Position Summary

Under general supervision, to plan, schedule and monitor daily work of criminal offender work crews; to perform and direct semi-skilled work in several crafts related to the construction and maintenance of buildings and property. To monitor timely completion of participants' activities in the field and in the Transition Center; and to perform related work as required.

II. Distinguishing Features

The Community Service Crew Coordinator is a journey level class. Incumbents perform the full range of journey level duties with only occasional instruction or assistance within a framework of established procedures. Employees initially work under immediate supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Worker exercises daily supervision of criminal participants both on work sites and when in the Transition Center.

III. Examples of Essential Position Duties

- Plan, schedule, assign and monitor daily work and activities for community service-workers. Estimate equipment, materials and time required to complete individual projects. Determine appropriate work projects for crew members, considering physical limitations and available resources. Supervises all offenders in an unbiased manner.
- Instruct workers in the proper work procedures and use of tools and equipment. Enforce safety procedures, and work crew and Transition Center rules.
- Maintain accurate and up-to-date records of client participation, and prepare related reports as required. Use computer to prepare records and reports.
- Make recommendations regarding worker discipline and performance evaluations. Reports program violations to community justice officer, probation/parole officer, and all management staff.

- Transport workers, supplies and equipment to and from work sites.
- Perform first-aid on injured workers/employees; transport workers to medical facilities as necessary.
- Assist supervisor as necessary.
- Perform and/or demonstrate grounds keeping, landscaping, construction, building and road maintenance and repair, and other functions as necessary.
- Perform and/or supervise general maintenance on all tools and equipment.
- Operate vans, lawn mowers, landscaping tools, and a variety of power tools, etc.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.

- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Position requires general knowledge of the methods, practices, tools and materials used in construction and maintenance; knowledge of applicable safety hazards and practices; landscape maintenance techniques. Position requires ability to think and act quickly and effectively in emergencies and situations involving personal danger; to plan, schedule and supervise work crew assignments; provide effective leadership and supervision of crew members; maintain discipline of crew members; perform strenuous or heavy manual work, sometimes in adverse weather conditions; perform duties under tight deadlines and/or in emergency situations; use independent judgement in performing routine and non-routine tasks; perform basic first aid and CPR; use basic mathematics for calculating totals and measuring distances; operate a variety of tools, shop equipment and heavy equipment with skill; understand and carry out oral and written directions; read and understand maintenance manuals, policy manuals, diagrams, specifications, etc.; establish and maintain cooperative working relationships with co-employees and the general public; maintain accurate records and prepare reports; establish standards of performance and motivate workers both in the Restitution Center and on work sites.

V. Minimum Requirements *(Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)*

Education and Experience

- High school diploma or GED required AND three years of experience in construction, landscaping, property management, parks and recreation, forest service fire fighting, law enforcement, military, work with animals, and/or maintenance and repair; or other related field; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Possession of a current, Oregon Driver License with an acceptable driving record. Must obtain first aid and CPR certification within six months of employment.

Physical Demands *(Performance of the essential duties of this position includes the following physical demands and/or working conditions)*

Tasks involve frequent walking and standing; requires exerting up to 20 pounds frequently, 50 pounds occasionally, of force to move objects. Requires sufficient strength and coordination for restraining and/or carrying the weight of adults and defending one's self from attack. Requires the operation of vehicles, shop and hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations. May involve the complex operation of gasoline, electric or diesel-powered machinery and vehicles involving manipulation of multiple controls. Tasks require visual perception and discrimination as well as oral communications ability. Tasks require exposure to uncomfortable physical conditions, including heat, cold, wetness, strong odors and/or smoke, strong and/or toxic chemicals, electrical currents, dust and pollen. Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing (including ability to clearly distinguish and identify colors), and repetitive motions. Requires driving.

Working Environments

Incumbents are exposed to adverse weather, including extreme temperatures, rain, snow, sleet and hail. Incumbents are also exposed to dangerous or unpleasant conditions and substances, including noise, dust, hot oil, asphalt, chemicals, traffic hazards, biohazards noxious plants and wildlife. May include exposure to angry, hostile and disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management’s decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Revised: 12/17