



## Lead Community Service Crew Coordinator

**Class code:** 196

**Employee Group:** SEIU

**Salary Range:** 16

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### I. Position Summary

Under general supervision, instruct, train and direct community service crew coordinators and work crews in the operation of the Community Service Work Crew Program. To implement safety instruction, procedures, training of Community Service Crew Coordinators and monitor proficiency and safety with their work with criminal offenders; to perform and direct semi-skilled work in several crafts. To interact with the Community Service Crew Coordinator regarding job scheduling and maintenance of tools and equipment.

### II. Distinguishing Features

The Lead Community Service Crew Coordinator is a journey level class. This classification has direct lead worker responsibility of the Community Service Crew Coordinators. Incumbents are expected to perform the full range of journey level duties, possess functional expertise and perform the specialized duties in an independent manner. 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 may exercise daily supervision of criminal participants on work sites and when in the Transition Center.

### III. Examples of Essential Position Duties

- Plan, schedule, assign and monitor daily work for work crews and community service crew coordinators. Estimate equipment, materials and time required to complete individual projects. Determine appropriate work projects for community service crew coordinators and for crew members, considering physical limitations and available resources. Supervises all offenders in an unbiased manner.
- Instruct and train community service crew coordinators in safety with use of tools and equipment. Instruct work crew members in proper work procedures and use of tools and equipment. Enforce all safety procedures and work crew rules.
- Train community service crew coordinators to keep accurate and daily records of client participation, prepare related reports as required. Use computer to prepare records and reports.
- Make recommendations regarding community service crew coordinators discipline and performance evaluations. Reports program violations to community justice officer, probation/parole officer, and all management staff.
- Assist community service crew coordinators with scheduling, job site evaluations, developing new contracts.
- Transport workers, supplies and equipment to and from work sites.
- Perform first-aid on injured worker/employees; transport worker to medical facilities as necessary.
- Train, instruct and perform grounds keeping, landscape, construction, building road maintenance and repair, and other related functions.
- Train, instruct and supervise community service crew coordinators in maintenance of all tools and equipment.

- Train, instruct and supervise community service crew coordinators in safe operation of vehicles, tractors, lawn mowers, heavy equipment and use of various tools.
- May be assigned to the firefighting program.
- Attend meetings, conferences and training classes.
- 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 knowledge and ability to lead and direct community service crew coordinators and crew members safely in the program activities and best practices. Position requires general knowledge of the methods, practices, tools and materials used in construction and maintenance; knowledge applicable to safety hazards and practices; landscape maintenance techniques. Position requires ability to plan, schedule and supervise community service crew coordinators and 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; perform basic first aid and CPR; use independent judgement in performing routine and non-routine tasks; use basic mathematics for calculating totals and measuring distances; operate and teach operation of a variety of tools, shop equipment and heavy equipment with skill; ability to give oral and written directions; ability to understand and carry out oral and written directions; ability to read and understand maintenance manuals, policy manuals, diagrams, specifications, etc.; ability to establish and maintain cooperative working relationships with co-employees, job site customers and the general public; ability to maintain accurate records and prepare reports; ability to establish standards of performance and motivate community service crew coordinators and crew workers.

#### **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 equivalent supplemented by four years experience in construction, landscaping, and/or maintenance and repair work in a lead position, experience that includes directing and monitoring the work of others is preferred.; 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.

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