County of Humboldt Job Specification
CORRECTIONAL WORK CREW LEADER
Classification 0427
FLSA: Non-Exempt

DEFINITION

Under direction, assigns and directs the work of an assigned inmate work crew; performs routine to skilled maintenance, mechanical repair work, laundry and/or kitchen operations; ensures completion of work according to proper safety policies and procedures; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to incarcerated work crews. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is an advanced-level maintenance and household operations (including laundry and/or food service) classification assigned to a County correctional facility and is responsible for performing the most complex work assigned to inmate work crews. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure efficient and effective servicing of maintenance, kitchen and/or laundry operations. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Kitchen and Laundry Supervisor in that the latter is the full supervisory classification with responsibilities for the supervision and evaluation of assigned staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Provides technical and functional direction to assigned inmate work crews; reviews and controls quality of work; participates in performing routine and non-routine maintenance, kitchen and/or laundry tasks.
- Plans, schedules, prioritizes, and assigns maintenance, kitchen and/or laundry work in consultation with assigned supervisory and management personnel; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established operational priorities; instructs inmate crews in work procedures for both kitchen and laundry services.
- Trains inmate crews in work methods, use of tools and equipment, and relevant safety precautions as they relate to kitchen and/or laundry services.

- Maintains accurate records and logs of daily activities using appropriate computer software applications.
- Operates and maintains a variety of hand, power, kitchen, laundry, and shop tools and test equipment related to the maintenance and repair of the County's correctional facilities; inspects, rebuilds, and services equipment as necessary.
- Inspects, troubleshoots, adjusts, and repairs a variety of mechanical and electrical systems; reports system malfunctions promptly and recommends appropriate actions.
- Maintains inventory and stock of clothing and/or food items, linens, laundry chemicals, supplies, and equipment; receives and stores supply shipments; prepares items for distribution.
- Inspects and evaluates work in progress and upon completion to assure that repairs, maintenance, kitchen and/or laundry activities are performed in accordance with County standards and specifications.
- Observes safe work methods and makes appropriate use of related safety equipment as required; may participate and assist in coordinating safety training.
- Performs minor adjustments on service equipment; maintains tools and equipment in working order; checks the operation of laundry and/or kitchen equipment, sinks, showers, and other operational systems; schedules repairs as needed.
- Coordinates major or complex maintenance and repair projects with other County departments as necessary.
- Maintains facilities, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Responds to and performs emergency repairs and other emergency services as necessary.
- Ensures compliance with all state food regulations as they relate to a correctional facility including periodic local and state inspections.
- Performs other related duties as assigned.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles of providing functional direction and training.
- Standard principles, practices, tools, materials, and safety considerations as they relate to the maintenance and repair of facilities and mechanical and electrical systems and/or commercial kitchen and laundry operations.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Basic mathematics including principles of linear measurement.
- The operation and minor maintenance of a variety of testing devices and hand, shop, kitchen, laundry and power tools.
- Recordkeeping principles and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language to effectively perform the work.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned inmate work crews.
- Effectively provide staff leadership and work direction.
- Perform a variety of tasks relating to the construction, modification, repair, and maintenance of facilities and mechanical and electrical systems.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, regulations and schematics.
- Understand and follow oral and written instructions.
- Maintain accurate logs, records, and basic written and electronic records of work performed.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, kitchen and/or laundry tools and light to heavy equipment required for the work.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12^{th}) grade

and

three (2) years of experience performing journey level custodial, maintenance, laundry and/or kitchen operations work preferably in a commercial capacity, including one (1) year providing work direction to others.

PHYSICAL DEMANDS

- Mobility for frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires; to work in the field; to sit, stand, and walk on level, uneven, or slippery surfaces; to frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools, a motor vehicle, and to visit various County sites.
- Strength and stamina to perform medium to heavy physical work; to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, or heavier weights of up to 75 pounds, in all cases with the use of proper equipment and/or assistance from other staff.

- Vision to inspect and operate equipment.
- Finger dexterity to operate and repair tools and equipment.

ENVIRONMENTAL CONDITIONS

- Employees work in a jail facility environment with moderate noise levels, controlled temperature conditions, and routine exposure to chemicals, mechanical and electrical hazards, hazardous physical substances and fumes, and dust and air contaminants.
- Employees may interact with clients with behavioral disorders/erratic and assaultive behavior.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).

Must be willing to respond to emergencies in off hours as required.