



CLASS SPECIFICATION

Class Code: 2204
Date Est: 03/1987
Last Rev: 02/2019
Last Title Chg:
FLSA: non-exempt
Probation: 6 months

INMATE WORK PROGRAM LEADER

DEFINITION

Under general supervision, supervises a crew of inmates assigned to inmate work programs from the Washoe County Regional Detention Center, or a crew of individuals sentenced and ordered to perform community services in lieu of serving jail time; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Any combination of related training and experience that would provide the required entry-level knowledge, skills, and abilities.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision and oversight for inmate crews from the Detention Facility and/or crews of individuals assigned to community service work.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Receive work orders and plan work schedules for an assigned crew according to priority of requests for service and availability of program participants.

Train crew members in approved work methods and procedures required to perform specific grounds/building maintenance, custodial work, painting, light construction, snow removal, graffiti abatement and river clean up.

Instruct workers in the appropriate and safe operation of equipment and the performance of basic preventive maintenance on custodial and grounds maintenance tools.

Maintain attendance records of program participants and submit periodic reports to appropriate persons.

Compose reports on program operations and effectiveness and recommend changes and modifications for improvement.

Report problems with inmates' behavior to the proper authorities.

Maintain adequate inventory of supplies, tools, equipment and replacement parts for the performance of work crew assignments.

Store equipment and supplies in accordance with OSHA regulations and other legal requirements.

Ensure that assigned persons perform assignments in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division policies and procedures.

Regulations and restrictions pertaining to program participants.

County standards for custodial and grounds maintenance work.

Methods and procedures used in flood control, painting, light construction, snow removal, graffiti abatement and river clean up.

Staff training and work direction.

Computer software applicable to department.

Inmate supervision security procedures.

Ability to:

Train, assign and review work of assigned persons.

Plan, coordinate and direct grounds maintenance, landscaping, custodial services, flood control, painting, graffiti abatement, furniture moving and light construction work.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Work methods and procedures required to perform custodial and grounds maintenance work.

Basic preventive maintenance procedures for tools and equipment used in custodial and grounds maintenance.

Supplies and materials required to perform custodial and basic grounds maintenance work.

Practices, methods, tools, materials, and equipment used in general gardening, groundskeeping and building maintenance.

Pertinent OSHA standards including the proper storage and use of chemicals, appropriate use of equipment and tools, and approved work methods.

Ability to:

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Plan work and estimate time and materials required.

Maintain records.

Interpret and apply regulations, policies and procedures.

Communicate effectively, both orally and in writing.

Operate the required hand and power tools and equipment used in general groundskeeping, gardening, custodial maintenance, light construction and graffiti abatement work.

Maintain effective working relationships with program participants, representatives of other departments and other public agencies.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to frequently stand, walk, stoop, and kneel. Ability to walk for long distances and on sloped ground and uneven surfaces. Ability to lift and move objects weighing up to 50 lbs. Normal manual dexterity and eye-hand coordination. Ability to use standard grounds/building maintenance/custodial equipment such as lawn mowers, sweepers, snow blowers, chain saw, buffers, vacuum, and standard office equipment. Ability to work under conditions involving exposure to noise, dust, grease, and chemicals. Regular contact with inmates, community service individuals, and other staff. Work is performed outside in various types of weather as well as in the office.

Any felony, gross misdemeanor, or misdemeanor conviction resulting in probation or incarceration would be grounds for disqualification for the position of Inmate Work Program Leader.

Any misdemeanor conviction resulting in a fine would not be grounds for disqualification for the position of Inmate Work Program Leader.

Dismissal of the charges would also allow someone employed as an Inmate Work Program Leader to continue employment.

Must possess sufficient hearing ability to discern voice transmissions and alarms.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.