



CLASS SPECIFICATION

Class Code: 2206
Date Est: 08/2006
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Last Title Chg:
FLSA: non-exempt

INMATE WORK PROGRAM SUPERVISOR

DEFINITION

Under general supervision, supervises the Inmate Work Program Leaders and crews assigned to inmate work programs from the Washoe County Consolidated Detention Facility; supervises 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

Three years of full-time experience directing, controlling, and leading inmates in performing custodial and/or grounds maintenance work; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license.

SUPERVISION EXERCISED

Exercises direct supervision and oversight of inmate work program leaders from the Detention Facility and/or supervisors of 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.)*

Supervise assigned staff, determining work performance standards, conducting performance evaluations, providing direction to staff, conducting employment interviews, and handling disciplinary problems.

Receive requests from the general public, government and nonprofit agencies and within the Sheriff's Department regarding scheduling of Inmate and community service work crews, including making the determination if the property is eligible for work crew assistance.

Organize work schedules for all assigned crews according to priority of requests for service and availability of program participants.

Provide training for Inmate Work Program Leaders requiring training in the appropriate and safe operation of equipment and the performance of basic preventive maintenance on custodial and grounds maintenance tools.

Complete and supervise assignment of inmate workers inside and outside of the facility.

Maintain statistical information regarding the inmate work program and submit periodic reports to appropriate persons.

Plan, supervise, and direct the maintenance and of County buildings, structures, and facilities including skilled trades, custodial services, building security, and parking control.

Research new maintenance methods, equipment, and technology, implementing improvements.

Supervise assigned staff, which includes staff selection, assigning, scheduling, and reviewing work, providing training in proper work methods and procedures, performance evaluation, and implementing discipline and conflict resolution procedures when necessary.

Oversee and monitor contracts to ensure that contracted services are being provided.

Review and evaluate work methods and procedures and recommend/implement changes in work processes and workflow to ensure efficient operations and compliance with policies and standards.

Serve as primary resource for information and interpretation of policies, procedures, and functions of programs supervised.

Resolve issues and complaints from customers regarding service received by investigating the facts and circumstances of the complaint and taking appropriate action.

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.

Supervise, train and complete data entry updating inmate records.

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

Report problems with inmates' behavior to the proper authorities.

Coordinate Inmate Work Program Leaders training and daily activity 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.

Determine supply/commodity needs of inmate work crews, negotiate with vendors, and procure same through initiation of purchase requisition.

Serve as primary resource for information and interpretation of policies, procedures, and functions of programs supervised.

Resolve issues and complaints from customers regarding service received by investigating the facts and circumstances of the complaint and taking appropriate action

Determine the need for services and develop safety specifications.

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

Enforce OSHA regulations and other legal requirements.

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:

Analyze costs of goods and services and recommend changes to make operations more cost effective.

Read and interpret departmental/countywide policy and procedure manuals, professional publications, and federal, state, and local laws relating to inmate programs.

Evaluate, recommend, and implement changes to improve operations.

Write specifications for required services, equipment, and materials.

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

Assign inmates to appropriate jobs in regard to their custody status.

Understand inmate classifications in relation to security risk factors..

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

Knowledge of:

Supervisory skills to direct a large number of staff.

Building maintenance, landscape maintenance and costs involved.

Inmate classifications in relation to security risk factors.

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.

Ability to:

Supervise staff.

Impart and document the knowledge of employee relations, work ethics and work performance.

Apply knowledge and skills necessary to perform functions requested by command staff.

Prepare annual evaluations and supporting documentation.

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

Plan work and estimate time and materials required.

Maintain records.

Interpret and apply regulations, policies, and procedures.

Communicate effectively, both orally and in writing.

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

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a detention facility environment. Ability to lift up to 50 pounds. Ability to operate a computer, calculator, copier, and fax machine.

Work is performed both indoors and outside in a variety of environmental conditions.

Ability to frequently sit, stand, walk, stoop, and kneel. Ability to work under conditions involving exposure to noise, dust, grease, and chemicals. Regular contact with inmates, community service individuals, and other staff.

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

Approved _____ WERCCS Job Evaluation Committee _____

Date March, 2001