



KING COUNTY JOB ANALYSIS

Community Corrections Work Crew Supervisor

Physical Required: General physical, BP, Vision, Diabetes, and Back strength and lifting.

JOB SUMMARY: This classification is responsible for the supervision, monitoring and coordination of the landscape maintenance and custodial duties assigned to participants in the Community Work Program. Crews work in and around King County facilities or for other contract agencies throughout King County.

Distinguishing Characteristics:

This is a single level supervisory classification that is assigned to direct and monitor the work of participants in the Community Work Program. Program participants are offenders under court order to serve in an alternative to detention community program. This classification is distinguished from other supervisory classification within King County because of its responsibilities for supervising the work of non-County employees, defendants and offenders.

Essential Duties:

- ◆ Supervise, monitor and coordinate the duties assigned to a group of 5 to 10 Community Work Program participants performing a variety of grounds maintenance and custodial activities.
- ◆ Develop, plan, organize and schedule the work activities of the crew, provide instructions, inspect work for adherence to established instructions and work standards.
- ◆ Act as the program representative in work with contract agency staff and the general public regarding program participants.
- ◆ Educate and train participants in the execution of assigned duties and responsibilities.
- ◆ Prepare and maintain records and reports related to program participants and crew work activities.
- ◆ Participate in the development of and/or recommend new policies and procedures to enforce and/or revise program activities and participant rules.
- ◆ Assist division management in the efficient operation of crews and track performance of program participants.
- ◆ Assist division management in the development of the division budget.
- ◆ Oversee the safety of crew participants and insure the proper use of equipment. Recommend corrective action to resolve unsafe working conditions.
- ◆ Store, issue and maintain records of supplies and equipment assigned to the program.
- ◆ Prepare written reports regarding program participants, safety measures, accidents and related activities.

JOB TITLE: Work Crew Supervisor
EMPLOYEE:

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Knowledge, Skills and Abilities:

Knowledge of basic supervisory techniques and principles.

Knowledge of landscaping maintenance and planting techniques and principles.

Knowledge of landscaping and custodial tools and equipment.

Knowledge of basic teaching principles and techniques for equipment operation and use.

Knowledge of safety techniques and principles for landscaping and custodial equipment.

Working knowledge of supervising, motivating and directing the work of offenders.

Skill in working with a diverse population of participants.

Excellent communication (oral) skills is essential.

Skill in motivating others to initiate action.

Demonstrated skill in de-escalating potentially hostile individuals and situations. Listening skills.

HEALTH CARE PROVIDER SECTION Check all that apply

The employee is released to perform the described duties without restrictions on performance or work hours effective _____ (date).

The employee is released to perform the described duties with restrictions on performance or work hours effective _____ (date), considering their condition and effects of medications or treatment.

Please indicate which essential functions the employee is restricted from performing.

Please indicate what modifications would enable the employee to perform the described duties.

The employee is released to perform the described job with the following modifications:

The employee is not released to perform the following essential functions, considering their condition and effects of medications or treatment.

Please indicate what modifications would enable the employee to perform the described duties.

A release to work is: Anticipated by _____

Not expected to be released to this job again _____

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date

PLEASE FAX ANY RETURN TO WORK RELEASE OR RESTRICTION

INFORMATION TO: Paula R. Seeger, CDMS, CCM, Disability Services Specialist, King County, Department of Adult and Juvenile Detention to 206-205-5666. Phone contact can be made at 206-205-9517. Thank you!