



## WORK CREW CHIEF 1

**Department:** District Court - Probation  
**Job Class #:** 470000  
**Pay Range:** Maintenance/Trades 07

**FLSA:** Non-Exempt  
**Represented:** Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is directing and technical training work of offender work crews in fulfilling their obligation to the Court. An employee in this position coordinates, monitors, and trains offenders for the work crew programs.

**SERIES CONCEPT:** This is the first level of a 2 level series. This position is distinguished from the Work Crew Chief 2 by the absence of lead functions.

### **ESSENTIAL FUNCTIONS:**

- Drive and maneuver crew van and attached utility trailer.
- Provide orientation to new offenders to program protocols, work crew requirements and expectations.
- Train, motivate and supervise crew members at remote outdoor job sites without immediate access to supervisor.
- Ensure work site and equipment safety procedures are followed.
- Perform minor equipment maintenance and repair.
- Evaluate work project requirements and determine tools, equipment and methods for accomplishing the task within the specified time.
- Assess skills of and assign crew members to work project tasks.
- Investigate, evaluate, report and recommend corrective action in response to inappropriate behavior of offender crew members.
- Respond immediately to resolve problems and emergencies as situations occur on the job site, including equipment breakdown, injuries to personnel, and acting-out behavior by offenders.
- Maintain detailed records of work crew members' participation, project status, equipment condition.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

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#### **OTHER JOB FUNCTIONS**

- Perform other duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work Crew Chief 1 reports directly to the Work Crew Chief 2 for assignments, mentoring and training. An incumbent in this position oversees the work of offenders to ensure work is completed and obligations to the court are met. This position does not have supervisory authority over County employees.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Incumbents perform the majority of their work outdoors and are required to travel to remote worksites, in various types of weather and hazardous driving conditions throughout the county. In addition, the position may involve dealing with hostile individuals as well as suspected criminals. Employees are potentially exposed to various types of noxious odors, garbage, and non-typical work assignments. Employees may be required to work overtime, evenings, weekends and holidays as necessary and are subject to callbacks.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. The Work Crew Chief 1 has a variety of physical requirements based on differing work circumstances. Required physical activities include but are not limited to digital dexterity; running and maneuvering quickly; driving a large vehicle with extended load; walking, standing, sitting; talking, hearing and seeing; twisting, balancing, and climbing; crawling, kneeling, bending, stooping, crouching; reaching, lifting and carrying up to 50 pounds; and dragging, pushing/pulling.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- Criminal justice system and community resources.
- Interviewing and basic counseling methods and techniques.
- Various communication styles, human behavior cross cultural diversity and group dynamics.
- Training and motivation techniques and methods.
- Basic principles of supervision.
- Safety standards and precautions.

##### **Skill in:**

- Operating and maintaining small equipment and tools required for outdoor projects.
- Landscaping, construction, forestry or other related outdoor work.
- Scheduling outdoor work projects to insure timely completion.
- Provision of First Aid.
- Operating and maneuvering a van hauling a large trailer.

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#### **KNOWLEDGE, SKILLS AND ABILITIES: (continued)**

##### **Ability to:**

- Supervise and control small groups of offenders for a full work shift under all weather conditions on a daily basis.
- Set, communicate and enforce limits.
- Respond quickly to situations requiring safety and protection of self and others.
- Communicate orally and in writing to diverse groups and individuals.
- Perform the physical demands of the work involving walking, climbing, lifting up to 50 pounds, manipulating equipment and exercising.
- Evaluate outdoor work projects for necessary equipment, timelines, and assignment of tasks.
- Respond to and evaluate emotional needs of offenders in a supervised environment, and make appropriate referrals.
- Establish and maintain effective working relationships with staff, offenders, other agencies and the public.
- Maintain a current Red Cross First Aid Certification.

**MINIMUM REQUIREMENTS TO APPLY:** Two years experience in landscaping, construction or other outdoor work. Any combination of experience and training that demonstrates the ability to perform the essential functions required of the position. Two years of post secondary education/training in landscaping, construction, criminal justice or any other related field and two years supervisory work experience is preferred.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Must possess a valid Washington State Driver's License, have evidence of a safe driving record and have the ability to successfully complete a Behavioral Characteristic Assessment and Pierce County District Court Probation background investigation.