



## WORK CREW CHIEF 2

**Department:** District Court - Probation  
**Job Class #:** 470300  
**Pay Range:** Maintenance/Trades 11

**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 lead and technical work. An incumbent in this position is responsible for leading, monitoring and assigning work to the Work Crew Chiefs 1 who are responsible for the supervision and training of offender work crew members in fulfilling their obligation to the Court.

**SERIES CONCEPT:** This is the final level of the series. Work in this class is distinguished from the Work Crew Chief 1 by the performance of lead duties and the depth of responsibility required to plan, develop, and train Work Crew Chiefs 1 in day- to-day operations. Other distinguishing characteristics include assisting the Work Crew Supervisor in the development of programs and day-to-day operations.

### **ESSENTIAL FUNCTIONS:**

- Drive and maneuver crew van and attached utility trailer.
- Train, direct, and motivate staff on the appropriate method to supervise crew members at remote jobsites without immediate supervision.
- Provide education and direction to Work Crew Chiefs 1 in work site equipment and safety procedures.
- Demonstrate and assign minor equipment maintenance and repair work to Work Crew Chiefs 1.
- Research and analyze cost of equipment replacement under the direction of a supervisor.
- Deliver equipment for repair and/or purchase.
- Provide assistance to Work Crew Chiefs 1 to assess skills of and assign crew members to work project tasks.
- Assist the supervisor in coordinating with other departments and community agencies to ensure the effective and efficient accomplishment of projects.
- Assist the supervisor with program planning and equipment forecasting.
- Develop monthly schedule of assignments to ensure staff meets contract demands.
- Provide input on annual performance evaluations and document work performance of Work Crew Chiefs 1.
- Investigate, evaluate, report and recommend corrective action in response to inappropriate behavior of 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.
- 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.

**OTHER JOB FUNCTIONS**

- Perform other duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work Crew Chief 2 work is performed under limited supervision. The position reports directly to the Work Crew Supervisor. Employee is expected to work independently to meet objectives, priorities and deadlines as defined by internal policy, county code or state law. Work may be reviewed in progress or upon completion by a supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures. The classification is assigned to lead and train other 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 work both indoors and 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 Chiefs 2 has a variety of physical requirements based on differing work circumstances. Required physical activities include but are not limited to digital dexterity, running, maneuvering quickly on foot, driving a large vehicle with extended load, walking, standing, sitting, talking, hearing and seeing, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting and carrying up to 50 pounds, dragging, and 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.

## **WORK CREW CHIEF 2**

### **Classification Description - Pierce County**

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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 current Red Cross First Aid Certification.

**MINIMUM REQUIREMENTS TO APPLY:** Two years supervisory employment experience and two years experience in landscaping, construction or other related 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 construction, landscaping or any other directly related field is preferred.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Required: 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 Characteristics Assessment and a Pierce County District Court Probation background investigation.