



COLUMBIA COUNTY, OREGON
JOB TITLE: WORK CREW SUPERVISOR
DATE: JANUARY 1, 2024

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Community Justice	JOB CODE:	P0070
SUPERVISOR:	Community Services Program Coordinator	SALARY RANGE:	23
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Direct the activities of individuals sentenced to the work crew program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Direct the activities of work crew clients in the field. This includes, supervision of the crew, resolving client conflicts, prioritizing, planning, and assigning work appropriate to each individual's ability and crew dynamics; driving the crew to work sites; and maintaining and submitting appropriate records on clients and on the work performed, including incident and injury reports. Provide quality control of assigned work and perform manual labor with the crew, modeling good work and safety habits.

Assist in the development of objectives, standards, policies, and procedures for the effective utilization of clients in the work crew program.

Act as liaison with the court, social service agencies, and other organizations concerned with client participation when asked to do so by the supervisor.

Represent the work crew program at meetings relating to client work and performance.

Conduct worker orientation, including safety, on a day-to-day basis related to each project assigned.

Keep an ongoing inventory of work crew supplies and equipment and purchase supplies and equipment with supervisor's approval.

Maintain collaborative working alliances with clients, staff, community partners, and the public treating them with a positive customer service attitude.

Maintain and perform maintenance on small equipment, such as power tools, and keep all equipment clean and in good working condition. Tag any equipment which needs repair and bring to supervisor's attention.

Participate in mandated and optional training opportunities.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.



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SUPERVISION RECEIVED: Work is performed under the general direction of the Community Services Program Coordinator who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a high school diploma. Two years' of increasingly responsible experience in the corrections or criminal justice field which includes offender contact. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: College level course work in criminal justice, sociology, psychology, or related field preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the county's liability policy. Must be First Aid, CPR, and AED certified.

KNOWLEDGE, SKILL, AND ABILITY: Working knowledge of behavior and adjustment problems in adult offenders and methods of treatment. Some knowledge of state criminal laws, federal law, case law decisions, state administrative rules and parole rules, and Attorney General opinions.

Skill in industry specific software and Microsoft Office products.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines. Prepare accurate and complete reports.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Comprehend and interpret laws, rules and regulations, court rulings and other pertinent information and apply it to department policies and procedures.
- Communicate effectively with persons of various ethnic, racial, or age groups and socio-economic levels who may be hostile or abusive.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Apply practical knowledge of program to daily activities.



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- Efficiently and effectively operate equipment and vehicles used in the performance of duties assigned.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, regularly required to use hands to finger, handle, or feel. Frequently required to stand and reach with hands and arms. Occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl, at times on uneven ground. Regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, regularly exposed to outside weather conditions and may be required to work during all adverse weather conditions. Frequently exposed to moving mechanical parts; high, precarious places; and outside weather conditions. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud. Daily contact with adult offenders that may require interaction to diffuse offender aggression. May require weekend work. Requires entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to offenders under supervision. Extensive travel required to work sites, often in remote areas.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***