



Inmate Work Crew Supervisor

Department: Recreation
Job Title: Inmate Work Crew Supervisor
Reporting to: Recreation and Events Coordinator
FLSA Status: Non-Exempt
Date Prepared: October 1, 2024

Job Summary:

The Inmate Work Crew Supervisor is responsible for training and directing the tasks of an inmate labor crew to complete city maintenance of the parks while ensuring safety of the public.

Essential Duties and Responsibilities:

- Directs the work of the inmate labor crew. Assesses parks and other property to determine what work is needed.
- Monitors and ensures that inmate labor crew members are conducting themselves in an acceptable manner and are not a safety risk to the public or themselves.
- Supervises work to ensure it is completed with quality and in a safe manner.
- Ensures inmate labor crew uses all city equipment properly and safely. Provides crew with training on equipment.
- Transports the crew from the correctional facility to city yard and transports crew to work area.
- Prepares equipment for the day's work by loading appropriate equipment, sharpening tools and testing equipment to ensure it's working properly.
- Maintains equipment and supplies by completing work orders for equipment repairs and ordering supplies as needed.
- Completes recordkeeping such as daily worksheets to document work performed and incident and discipline reports.
- Completes special projects and assignments given by the Recreation and Events Coordinator, Director of Administrative Officer, Chief Administrative Officer or designee.
- Performs other duties as assigned.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- High School Diploma or GED equivalent required.
- Prior experience working with inmates or in a correctional environment preferred.
- Basic working knowledge of maintenance, tools and equipment and skills such as carpentry, plumbing and/or masonry required.
- Non-Department of Corrections Supervisor certification required annually (or ability to obtain at time of hire).
- CDL license required.



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Knowledge/Skills/Abilities:

- Risk Assessment - ability to assess risk while working with inmate crew.
- Customer Service – able to personally provide high level of interactive service to targeted customer base.
- Team Orientation & Interpersonal – highly motivated, passionate, and team-player with ability to develop and maintain collaborative relationships with all levels within and external to the organization.
- Communication – able to effectively and persuasively express self verbally and in writing, using correct language and grammar in a professional, diplomatic and tactful manner.
- Organization & Time Management – able to work independently with minimal supervision, planning, scheduling and organizing professional schedule to complete actions within established deadlines, handling multiple priorities with strong attention to detail.
- Analytical Problem-Solving & Decision Making – able to research, analyze, identify viable options, draw sound conclusions, present findings and make thoughtful recommendations considering overall risk and short-term/long-term impact.

Skill Requirements: (X = Required for job)

	Typing/computer keyboard	X	Verbal communication
	Utilize computer software (specified above)	X	Written communication
	Retrieve and compile information		Public speaking/group presentations
X	Maintain records/logs		Research, analyze and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks		Leadership and supervisory, managing people
	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)

Physical Requirements: (X = Required for job)

	Sitting for extended periods	X	Lifting/carrying up to 20 pounds various items
X	Standing for extended periods	X	Lifting/carrying more than 20 pounds various items
	Extended periods viewing computer screen	X	Repetitive Motions
X	Walking	X	Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing		Writing
	Other (List):		Other (List):

Hazards: (X = Required for job)

	Normal office environment	X	Electrical current
X	Toxic or caustic chemicals	X	Housekeeping and/or cleaning agents
X	Flammable, explosive gases	X	Proximity to moving mechanical parts
X	Outdoor work environment, exposed to weather conditions		

Employee Acknowledgement:

I have reviewed and understand the requirements stated in this Job Description.

Employee's Signature	Date