



# Yamhill County Department of Community Justice

615 E. Sixth Street, McMinnville, Oregon 97128 · Phone: 503-434-7513 · Fax: 503-472-5216

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Date: September 19, 2014  
To: Commissioner Mary Starrett  
From: Brett Henry, Parks and Work Crew Division Manager  
Subject: Permission to Advertise for Community Services Supervisor  
Attachments (1): Job Description for Community Services Supervisor

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Yamhill County Community Justice would like to advertise for a part-time Community Services Work Crew Supervisor to assist at the County Fairgrounds. Fairgrounds (Fund 020-082) has funding available for this added position for the duration of the FY 2014-2015 and the new position was recommended for adoption at the last Fair Board meeting. It is anticipated that the new hire will work the following schedule: Saturday/Sunday, 7:30am to 3:30pm (16 hours a week) at a salary equivalent to Grade 14, Step 2.

This action is being submitted to the Board of Commissioners for approval, with my positive recommendation.

Thank you and please let me know if you require any further information.

Accepted by Yamhill County  
Board of Commissioners on  
9.25.14 by Board Order  
# 14-578



<b>WORKING TITLE:</b> COMMUNITY SERVICE SUPERVISOR	<b>CLASSIFICATION:</b> COMMUNITY SERVICE SUPERVISOR
<b>DEPARTMENT:</b> COMMUNITY JUSTICE DEPARTMENT	<b>DIVISION:</b> COMMUNITY JUSTICE
<b>PAY RANGE:</b> OPEU 14	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 9410
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> SEPTEMBER 2014

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Directs the work of and supervises out of custody community service and inmate work crews in performing manual labor and semi-skilled work in the maintenance and repair of facilities and landscaping at the Yamhill County Fairgrounds or in local parks. Ensures workers comply with program conditions and rules. Duties also include directing set up and cleanup activities for special events (including the Yamhill County Fair, horse shows, public events, and facility reservations), overseeing new construction and renovation projects, grounds maintenance (installation, mowing, trimming, pruning, irrigation, and etc.), and other related tasks as required. Interviews clients to determine suitability of placement in a variety of work site environments; determines level of risk to the client, other workers, and others at a work site. Prepares written reports evaluating clients who perform community service work and assures follow-up contacts with all worksites to maintain viability of worksite for future clients.

***SUPERVISION RECEIVED:***

Works under the general supervision of program supervisor, manager, probation officer, or department director (depending upon department organization), who reviews work for adherence to policies and procedures through consultation and observation. Some independent judgment is used with respect to supervision of clients, community, and inter-agency contacts.

***SUPERVISION EXERCISED:***

Supervision of other employees is not usually a responsibility of this classification.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Interviews clients to determine suitability of placement in a variety of work site environments; determines level of risk to the client, other workers, and others at a work site.
- Supervises clients at work sites or coordinates supervision of clients with work site liaison.
- Prepares written reports evaluating clients who perform community service work; assures follow-up contacts with all work sites to maintain viability of work site for future clients.

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- Performs other related tasks as required.
- May be required to attend monthly meetings or act as a resource for community groups.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Materials and hand tools used in park maintenance and construction.
- Psychology and sociology related to crime, behavior and adjustment problems of adult/juvenile offenders.

#### **SKILL IN:**

- Skill in interpersonal communication, resolving conflicts, monitoring compliance of and ensuring adherence to safe working practices and program policies, and maintaining effective working relationships with supervisors, clients, other county employees, and the public.
- Operating hand tools and instructing clients in safe operation of tools.
- Use of materials and hand tools used in park maintenance and construction

#### **ABILITY TO:**

- Communicate with and verbally resolve interpersonal conflicts between clients.
- Supervise, train, and coordinate the work of both skilled and unskilled workers in the performance of maintenance-related tasks.
- Desire to work out-of-doors in all weather conditions; ability and desire to perform manual labor.
- Work flexible hours including weekends.
- Develop and maintain effective working relationships with clients, justice agency personnel, and other public and nonprofit organizations.
- Understand and follow written and oral instructions.
- Establish and maintain effective working relationships with supervisors, subordinates, other county employees and the public.
- Attend work as scheduled and/or required.

#### **MINIMUM EXPERIENCE AND TRAINING:**

Minimum of two years experience in facilities or grounds maintenance and/or experience in construction trades or a related field. Reasonable knowledge of psychology and sociology related to crime, behavior and adjustment problems of adult offenders. Experience in overseeing the work of community service workers and/or inmate workers is preferred. Must be able to demonstrate a working knowledge in using and maintaining a wide variety of tools and equipment, as well as knowledge about what personal protective equipment must be worn. Knowledge of small engine repair helpful. Work is primarily outdoors and in all kinds of weather.

#### **OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's

Community Service Supervisor (Community Justice)

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license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent performs field work in homes, business locations and outdoor up to 90% of the time. Alternately works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office/business or outdoors. The employee will encounter frequent interruptions throughout the workday. While performing the duties of this job, the employee must be able to work in inclement weather conditions and various conditions pertinent with job-site construction and comply with safety and security requirements, e.g. wearing hard hats.

The employee is regularly required to walk, sit or stand up to 90% of the time, talk, or hear 100% of the time, frequently required to use repetitive hand motion, handle or feel, pull, push, reach, crawl, stoop, knee, crouch, climb and bend up to 80% of the time. Required to lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*