



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

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Directs and participates in manual labor and semi-skilled work in the maintenance, construction, and repair of county parks, fairgrounds, boat ramp facilities, grounds, and equipment. Perform general park maintenance activities in all weather conditions. Supervises juvenile or adult offenders obligated to perform community service work and/or trustees from the county jail willing to work for Yamhill County Parks and non-profit or public organizations. Perform related work as required.

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:

- Constructs picnic tables, benches, fire pits, restrooms, etc.
- Cleans park facilities, picks up trash, cleans and stocks restrooms, collects and hauls garbage and cleans fire pits.
- Turns park water systems on and off; repairs and maintains park water systems.
- Repairs vandalized park facilities such as sign posts, fences, restroom fixtures, lights, benches, picnic tables, fire pits and boat docks.
- Mows lawn areas, trims bushes, shrubs and trees; performs minor mower maintenance and repair.
- 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.
- 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:

- Interpersonal communication and observation techniques
- 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 to verbally resolve interpersonal conflicts between clients.
- 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.
- Learn, apply, and follow park rules and regulations.
- Learn lawn, shrub and tree care principles and practices.
- 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:

Two years' experience at the Parks Maintenance worker level or experience in the construction and maintenance trades or a related field, graduation from a two year college with major course work in behavioral science desirable; any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above.

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 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.