

KITSAP COUNTY CLASSIFICATION DESCRIPTION

TITLE: INMATE PROJECT COORDINATOR

DEPARTMENT: Administrative Services

GENERAL STATEMENT:

Under the direction of the assigned supervisor, the Inmate Project Coordinator is responsible for organizing and overseeing the work of inmate work crews who perform both litter pickup along County roadways and basic facilities, and grounds maintenance tasks. Orients inmates on County safety practices and procedures, assures the proper use of County equipment and maintains safe work zones and completes related records and reports.

Inmate Project Coordinator is a stand-alone classification. Work is performed under general supervision and employee regularly exercises discretion, independent judgment, and initiative within statutory requirements and established policies, guidelines, and procedures. Work is reviewed periodically for thoroughness, statutory conformance and compliance with performance standards.

QUALIFICATIONS FOR PERFORMANCE OF THE ESSENTIAL FUNCTIONS:

Required Education and Experience

- Two years of experience in one or more of the following areas: a correctional or detention setting, overseeing community service crews, or other related work assignment; **OR**
- Any equivalent combination of experience and training that would provide the required knowledge, abilities, and skills will be considered.

Preferred Education, Experience or Other Qualifications

- One year experience in landscaping, construction or other physically demanding outdoor work.

Required Licenses, Certificates, Examinations/Tests and Other Requirements

Please note: The incumbent is responsible for obtaining and maintaining all of the following required licenses, certifications and other requirements.

Prior to employment, the successful candidate must:

- Pass all job-related examinations/tests necessary to demonstrate required knowledge, skills and abilities, as determined by the hiring authority at time of job posting.
- Submit official transcripts from an accredited college or university or business school, if education is being used to meet the minimum qualifications.
- Submit a copy of their State employment driving record to verify their eligibility to drive for Kitsap County.
- Pass medical/physical, psychological evaluation and lie detection examination.
- Pass a criminal history background check through law enforcement agencies and a credit check.

At time of appointment, the successful candidate must:

- Be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.

Within 30 days of appointment, the successful candidate must:

- Obtain Washington State CPR and First Aid certification.
- Complete Bloodborne/Airborne Pathogens training.

Within six months of appointment, the successful candidate must:

- Receive Hepatitis B vaccine or sign a waiver.

Required Knowledge, Skills and AbilitiesKnowledge 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.

Skills and/or Ability to:

- Appear for scheduled work with regular, reliable and punctual attendance.
- Effectively plan and organize work and complete assigned tasks within prescribed timeframes.
- Supervise and control small groups of offenders for a full work shift under all weather conditions.
- Set, communicate and enforce limits.
- Respond quickly to situations requiring safety and protection of self and others.
- Effectively communicate orally and in writing to diverse groups and individuals.
- Physically perform assigned duties and essential functions of the position.
- Evaluate outdoor projects for necessary equipment, timelines, and assignment of tasks.
- Schedule outdoor work projects to insure timely completion.
- Respond to and evaluate needs of offenders in a supervised environment, and make appropriate referrals.
- Establish and maintain cooperative, effective and productive working relationships using tact, patience, courtesy and good judgment.
- Maintain confidentiality and adhere to the policies and procedures of the department.
- Operate and maintain small equipment and tools required for outdoor projects.
- Operate and maneuver a van hauling a large trailer.
- Work over 40 hours in a workweek, when required.

Working Conditions/Physical Activities

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily outdoors. Positions in this class typically require:

- Walking and balancing.
- Bending, stooping, and twisting.
- Reaching above and/or below shoulder.
- Vision sufficient to drive and monitor work crews.
- Hearing audible signals, traffic, and equipment.
- Moving of supplies, road signs and trash bags requires lifting up to 50 lbs.
- Driving a crew vehicle or truck may require sitting for significant periods of time.

- Sign set-up requires getting in and out of vehicle 4 or more times per hour.
- Intermittent periods of sitting or standing while monitoring the work zone.

Incumbents may be exposed to:

- A variety of weather conditions, traffic, noise, hazardous or infectious materials.
- Road and traffic hazards.
- Potentially hazardous conditions when supervising violent or hostile individuals. The Inmate Project Coordinator oversees the work of a group of selected inmates who have demonstrated a certain standard of acceptable behavior while in jail. There is low probability of an altercation; however, it cannot be guaranteed that an altercation would not occur.

ILLUSTRATIVE EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions:

- Follow all safety regulations, laws and requirements of Occupational Safety Health Administration (OSHA), Washington Industrial Safety Health Administration (WISHA), National Highway Transportation Safety Administration (NHTSA), and United States Department of Transportation's Federal Highway Administration (FHWA).
- Orient new offender inmate workers to the program protocols, work crew requirements and expectations.
- Motivate and supervise inmate workers at remote outdoor job sites, without immediate access to supervisor.
- Provide for inmate workers' safety. Train inmate workers on work procedures such as traffic control, handling of hazardous or infectious waste, safety and proper use of protective equipment.
- Evaluate work project requirements and determines tools, equipment and methods for accomplishing the task within the specified time.
- Assemble all equipment and supplies necessary to complete work tasks.
- Operate a motor vehicle and transport inmate workers to work site location.
- Assess skills of, and assign crewmembers to work project tasks.
- Maintain detailed records and complete reports on work crewmembers' participation, project status and equipment.
- Investigate, evaluate, report, and recommend disciplinary action in response to inappropriate behavior of crewmembers.
- Respond immediately to resolve problems and emergencies as situations occur on the job site, including injuries to crewmembers, equipment breakdown, and unacceptable behavior by crewmembers.
- Coordinate inmate worker assignments with Correctional Center.
- Coordinate with representatives of other departments and community agencies to insure smooth accomplishment of projects.
- Coordinate the disposal of hazardous materials and infectious waste.
- Serve as the designated First Aid provider for the work crew.

Other Job Duties:

- Perform other related duties as assigned.

OTHER POSITION RELATED INFORMATION

Positions in the classification are:

- Classified as eligible for overtime under the Fair Labor Standards Act (FLSA).
- Covered under a collective bargaining agreement. Union membership or service fee obligation is mandatory within 30 days of employment which includes a monthly fee and may be subject to an initiation fee.
- Grant funded. Continued employment is contingent upon available funding.
- Supervised by the Superintendent of Corrections or designee.
- Not guaranteed a minimum number of hours of work. The Employer reserves the right to cancel work on a daily basis due to inclement weather, lack of work, or for other operational reasons as determined by the Superintendent of Corrections or designee.

HR USE ONLY					
Job Type:	L190GB	Union:	AFSCME 1308-G	Pay Grade:	G05
FLSA:	Non-exempt	JHA:		Last Revised:	July 2014
EEO Category:	004	Classification Analyst:		HR Analyst:	SW
Physical Exams:	Level 3				
Background Check:	Law Enforcement				