



CLASS SPECIFICATION

Class Code: 60002204
Date Established: 03/1987
Last Reviewed: 01/2025
Last Revised: 01/2025
Last Title Change:
FLSA: non-exempt
Probation: 6 months

INMATE WORK PROGRAM LEADER

DEFINITION

Under general supervision, supervises a crew of inmates assigned to inmate work programs from the Washoe County Regional Detention Center, or a crew of individuals sentenced and ordered to perform community services in lieu of serving jail time; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year of professional full-time experience in general groundskeeping, gardening, custodial maintenance, building maintenance, light construction or graffiti abatement; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Oversee a crew of inmate workers by hiring and firing when necessary; manage inmates' schedules and days off based on their class program schedules; oversee a crew of individuals sentenced and ordered to perform community services in lieu of serving jail time.

Receive work orders and plan work schedules for an assigned crew according to priority of requests for service and availability of program participants.

Directly supervise and provide continuous training to crew members in approved work methods and procedures required to perform specific grounds/building maintenance, custodial work, painting, light construction, snow removal, graffiti abatement, and river clean up.

Instruct crew members in the appropriate and safe operation of equipment and the performance of basic preventive maintenance on custodial and grounds maintenance tools.

Thoroughly clean and sanitize areas contaminated with potentially hazardous biological materials such as blood, bodily fluids, or other pathogens, by using specialized cleaning techniques and protective gear to ensure the safety of themselves and others while adhering to all relevant regulations regarding waste disposal and biohazard handling.

Identify weeds and map weed problem areas in and around county facilities; apply chemicals; mix and apply herbicides to control weeds while avoiding desirable vegetation.

Operate heavy equipment to include snowplows, skid steer, material handler, forklift, snow blower, dump trailers, hand and motorized spraying equipment, all-terrain vehicles equipped with sprayer, and other equipment as needed.

Perform minor field repairs and daily maintenance activities necessary to keep equipment in good operating condition.

Maintain attendance records of program participants and submit periodic reports to appropriate persons.

Compose reports on program operations and effectiveness and recommend changes and modifications for improvement.

Report problems with inmates' behavior to the proper authorities.

Maintain adequate inventory of supplies, tools, equipment and replacement parts for the performance of work crew assignments.

Store equipment and supplies in accordance with OSHA regulations and other legal requirements.

Ensure that assigned crews perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division and countywide policies and procedures.

Regulations and restrictions pertaining to program participants, biohazard handling, and waste disposal.

County standards for custodial and grounds maintenance work.

Methods and procedures used in flood control, painting, light construction, snow removal, graffiti abatement and river clean up.

Herbicide selection, application techniques, environmental considerations, weed identification, and weed management strategies.

Principles of training and providing work direction.

Computer software applicable to department.

Inmate supervision security procedures.

Ability to:

Train, assign and review work of assigned persons.

Plan, coordinate and direct grounds maintenance, landscaping, custodial services, flood control, painting, graffiti abatement, furniture moving, and light construction work.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Practices, procedures, work methods, tools, materials, supplies and equipment used in general gardening, groundskeeping, custodial, grounds maintenance, and building maintenance work.

Basic preventive maintenance procedures for tools and equipment used in custodial and grounds maintenance.

Methods and procedures used in the operation of heavy equipment.

Pertinent OSHA standards including the proper storage and use of chemicals, appropriate use of equipment and tools, and approved work methods.

Techniques and methods of record keeping.

Ability to:

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Plan work and estimate time and materials required.

Prepare and maintain accurate and complete records.

Interpret and apply regulations, policies, and procedures.

Communicate effectively, both orally and in writing.

Operate the required tools and equipment used in general groundskeeping, gardening, custodial maintenance, light construction and graffiti abatement work.

Establish and maintain effective and cooperative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to frequently stand, walk, stoop, and kneel. Ability to walk for long distances and on sloped ground and uneven surfaces. Ability to lift and move objects weighing up to 50 lbs. Normal manual dexterity and eye-hand coordination. Ability to work under conditions involving occupational exposure to biohazards such as bloodborne pathogens, narcotics, noise, dust, grease, and chemicals. Regular contact with inmates, community service individuals, occupied homeless camps, and other staff. Work is performed outside in various types of weather as well as in the office.

Employment is contingent upon the successful completion of a background investigation.

Must possess sufficient hearing ability to discern voice transmissions and alarms.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.