

**City of Sallisaw
Job Description**

Job Title: Inmate Work Crew Coordinator

Exempt (Y/N): No
Date: July 2017

Department: Police
Reports To: Captain

SUMMARY

Responsible for organizing and overseeing the work of inmate work crews.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

1. Orient new offender inmate workers to the program protocols, work crew requirement and expectations
2. Provide for inmate worker's safety. Train inmate workers on work procedures such as traffic control, handling of hazardous or infectious waste, safety and proper use of protective equipment.
3. Evaluate work project requirements and determines tools, equipment and methods for accomplishing the task with the specified time.
4. Assemble all equipment and supplies necessary to complete work tasks.
5. Train inmate work crews in proper use of equipment.
6. Operate a motor vehicle and transport inmate workers to work site location.
7. Maintain detailed records and complete reports on work crew members' participation, project status and equipment.
8. Appear for scheduled work with regular, reliable and punctual attendance.
9. Performs other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED). Prefer six (6) months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

INTERNAL AND EXTERNAL COMMUNICATION

Primarily contacts with immediate associates. Must maintain good working relationship with co-workers, other departments of the city and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Jailer Certification Training. Must have a valid Oklahoma drivers license with driving record suitable to the City's insurance carrier.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee must be able to talk and hear. The employee must be able to sit, taste and smell. The employee must be able to stand, walk, use hands and fingers to handle and feel. Must be able to reach with hands and arms; climb and balance; and, stoop, kneel, crouch and crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include: close, distance, color vision, depth perception, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the incumbent is exposed to outdoor weather conditions; extreme heat, cold, wet and/or humid conditions. The incumbent works near moving mechanical parts. The noise level in the work environment is moderate to loud.

** A pre-employment drug test is required.

Approved: _____



City Manager

Date: _____

11/15/2022

Date Modified: 07/2017 (new); 11/15/2022