

ALTERNATIVE SENTENCING CREW SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for acting as a work site supervisor of workers (alternatively sentenced individuals) participating in community service assignments such as painting, landscaping and other related projects at public or not-for-profit corporations, associations, institutions or agencies. The work involves the responsibility for determining how the job will be performed and overseeing the performance, productivity and behavior of workers. The incumbent is responsible for maintaining order of workers, maintaining visual contact at all times and handling any complaints at the work site. Work is performed under the general supervision of a higher-level employee. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all the following as well as other related activities not described.

Drives crew workers to work site via 15 passenger van;

Oversees the procedures and work methods of the painting, landscaping and other related assignments;

Provides the alternative sentencing program with written verification of hours completed by workers;

Responds to requests for performance updates of workers from the alternative sentencing program;

Notifies the alternative sentencing program of worker non-compliance or an unusual incident;

Maintains order and proper behavior of workers at the work site;

Disciplines workers at work site including arranging for their removal from the work site or recommending their removal from the alternative sentencing program;

Completes necessary forms to report worker compliance;

Maintains communication with alternative sentencing programs at regular, pre-determined intervals;

Prepares detailed incident reports and other reports as required;

May be required to give courtroom testimony.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the functions and procedures of the Criminal Justice System; working knowledge of criminal related behavior; skill in the practices and work methods of painting, and landscaping; ability to supervise workers performing unskilled manual labor; ability to establish and maintain effective working relationships with others; ability to maintain detailed records and inventory; ability to communicate effectively both

orally and in writing; ability to perform work activities at heights; ability to lift heavy objects; good hand-eye coordination.

MINIMUM QUALIFICATIONS: Either

- A. Graduation from a regionally accredited college or university with an Associate's Degree in human or social services, criminal justice or closely related field; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid, or its' part-time equivalent, experience in human services; **OR**
- C. An equivalent combination of training and experience as described in A and B above.

SPECIAL REQUIREMENT: At time of appointment, and throughout employment in this title, candidate must possess a valid New York State Driver's License.

ULSTER COUNTY
0161 AS CRW SUP
Classification: Competitive
Grade: 5
Union: CSEA

Adopted: August 24, 1992
Revised: August 31, 1992
(title change)
Revised: August 7, 2001
Revised: February 27, 2019