



County of Berks POSITION DESCRIPTION FORM

Position Title:	Community Service Crew Supervisor		
Department:	Adult Probation	Reports To: (Title)	Assistant Chief APO
Effective Date:	September 2011	Revision <input type="checkbox"/> Date:	December 2011 August 25, 2020
Wage Category:	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	
EEO-1 Category:	Professional	Union Classification:	N/A

POSITION SUMMARY:

This is a professional position working in the oversight and coordination of Community Service programs, in assuring the variety of services are delivered in compliance with all judicial and program requirements and in coordinating and monitoring the program participant's progress. This is an entry level position with work performed under the general technical supervision the Community Service Program Monitor. Work is routine to difficult in nature. Does related work as required.

POSITION RESPONSIBILITIES:

Essential Functions

1. Various vocational trades such as carpentry, masonry, landscaping and painting are required.
2. The ability to instruct program participants in these trades is required.
3. The ability to assess the program participants vocation ability and employability is required.
4. The ability to verbally communicate with problematic participants and remedy the situation is recommended.
5. The ability to coordinate teams of participants on individual project layouts.
6. The ability to maintain accurate records and to generate appropriate reports to the Community Service Program Monitor.
7. Will supervise a crew (DRO, APO, JPO, DJR participants) or participants.
8. Organize crew participants regarding their abilities and leadership qualities and direct their productivity.
9. Maintain a van, inventory tools, operate power tools, and make minor repairs on said tools.
10. Maintain appropriate logs/records of both the participants and project completions.
11. Review and conduct preliminary analysis of the participants and motivate them in a positive manner.
12. The position requires close attention to detail; monitoring all DRO, JPO, and APO, etc. referrals to the Community Service; and good communications skills.
13. The preceding examples are representative of the assignments performed by the

position and are not intended to be all-inclusive.

Non-Essential Functions

None.

MINIMUM EDUCATION AND EXPERIENCE:

- Completion of formal education to the Associate Degree level, preferably with major course work in criminal justice, psychology or human services or related discipline.
- Minimum of five (5) years of vocational experience.
- Any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Some knowledge of the judicial system in general.
- Good knowledge of the common building trades terminology, tools and accident prevention.
- The ability to analyze problems and communicate with the public, worksites, DRO, JPO, APO, and Community Service etc. staff as well as other judicial departments.
- The ability to instruct program participants in the labor trades.
- Good physical condition; ability to lift 50 lbs., bend, stoop, climb and reach.
- Good attendance and punctuality.
- Able to handle stress.
- Physical presence in the office is required.

PHYSICAL DEMANDS:

Work involves walking, talking, hearing, using hands to handle, feel objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 50 pounds a distance of fifteen (15) feet or less.

WORKING ENVIRONMENT:

Indoor and outdoor environments.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.