

County of Berks

POSITION DESCRIPTION FORM

Position Title: Community Service Crew Leader (Part-time/weekends)

Department: Adult Probation/
Parole Office **Reports To:** Crew Supervisor/
ACPO/Chief

Wage Category: Exempt Non-Exempt

EEO-1 Category: Protective Services **Union Classification:** N/A

POSITION SUMMARY:

The Community Service Crew Leader oversees and monitors adult and juvenile offenders on weekend community service projects throughout Berks County. This position requires the performance of physical tasks to assist in the completion of projects.

POSITON RESPONSIBILITIES:

Essential Functions

1. Directs, instructs and monitors the tasks of 8-10 offenders on a work crew.
2. Transports offenders to and from worksites.
3. Maintains logs/records for offenders and projects completed.

Non-Essential Functions

1. Vehicle and equipment preparation.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

EDUCATION AND EXPERIENCE:

1. High School Diploma or GED equivalent.
2. No criminal conviction.
3. Valid PA Driver's License, CDL preferred.
4. PSP criminal history, FBI criminal history, and Child Abuse History Certification.

PHYSICAL DEMANDS:

1. Ability to lift minimum of 50 lbs.
2. Ability to perform 8 hours of physical/manual labor on a daily basis.

WORKING ENVIRONMENT:

Work may be performed in extreme outdoor weather conditions.
Element of danger working on highways and with power tools and equipment.

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.