

CLASS CODE:  
PAY GRADE: \$11.14/Hr  
UNIT: Conservation  
FLSA: Non-Exempt

## **Work Crew Transporter/Supervisor**

### **Distinguishing Features of the Class:**

Under general supervision; works with PCCB managers and the Iowa Department of Corrections to facilitate the continued use of the "Trustworthy Inmate Program"; provides safe/secure transportation of inmates (from here out referred to as Work Crew) from the Newton Correctional Facility to assigned worksites; provides on-site supervision of work crew and handles associated paper work; assists with jobs at assigned worksites which may include maintenance of county conservation lands, buildings and equipment and other jobs as assigned.

### **Illustrative Examples of Duties:**

1. Supervises work crew.
2. Provides and/or assists in safety training, responsible for associated documentation and forwards training records to appropriate PCC staff.
3. Completes daily work logs, vehicle use forms, work orders and receipts.
4. Participates in natural resources restoration, clears brush and removes invasive species.
5. Chips brush, grinds stumps, and splits firewood.
6. Mows and trims grass, applies seed.
7. Performs a variety of trail maintenance activities.
8. Maintains equipment associated with natural resource and construction work.
9. Operates motorized equipment including skid loaders, tractors, chippers, trucks, etc.
10. Performs and assist in a variety of semi-skilled carpentry duties; including roofing, drywalling, framing, woodworking and trimming projects.
11. Assists with forming, placing and finishing concrete.
12. Knowledge of basic HVAC, electrical and plumbing new or renovation/repair projects.
13. Assist in preparing, painting and woodwork finishing projects.
14. Performs other related duties as required.

### **Required Knowledge, Skills, and Abilities:**

- Knowledge of the methods, procedures, and techniques used in the construction and maintenance trades and natural resources field.
- Ability/skill in the safe use of hand-held tools used in the construction and natural resources field.
- Ability to provide guidance, direction, and instructions to work crew.
- Ability to understand and provide oral and written instructions.
- Ability to establish/maintain effective working relationship with co-workers.

- Ability to perform strenuous physical labor such as moving picnic tables, construction activities, and forestry related work in rough/uneven terrain under any type of weather condition.
- Ability to lift and carry materials and tools weighing up to 60 lbs. and physically transport across rough terrain to remote job sites up to ¼ mile from walks/roads.
- Ability to operate vehicles equipped with a manual transmission and back a vehicle with a trailer attached.
- Ability to obtain certification in operation of forklifts.

**Special Requirement:**

- Pre-employment physical including drug screening is required.
- Must be able to obtain/maintain a driver's license issued by the State of Iowa and have a safe driving record.
- Certified in first aid/CPR.
- Must complete training as required by the Newton Correctional Facility.

**Training and Experience:**

- Graduation from High School or equivalent, and
- Two years of construction/maintenance/natural resources trade experience, or
- Any equivalent combination of training and experience that will have provided the required knowledge, skills, and abilities.

Adopted: 3/3/2010