

OFFENDER INDUSTRIES TECHNICIAN II

JOB PURPOSE AND SUMMARY

Develops and implements work and instructional plans for offenders in a variety of technical areas which may include horticulture, traffic signs, upholstery, carpentry. The work involves the application of organizational skills, technical knowledge and communication skills. Communicates and effectively interacts with and motivates assigned offenders while acquainting them with the technical aspects of the work. Works closely with Offender Crew Chiefs who are responsible for direction and security of the offenders. Duties involve identifying, purchasing and maintaining needed equipment and supplies, assigning tasks to lower level technicians and offenders, observing and correcting work performed by offenders, focusing on the technical requirements of the work and reporting behavioral problems of offenders.

CLASSIFICATION DISTINCTIONS

This is the second level in the Offender Industries Technician job family. Employees at this level are distinguished from Technicians I in that they are responsible for the development of work and instructional plans, program quality control, and determination and purchasing of supplies. Consequently, Technicians II require a higher level of knowledge and advanced abilities in the technical areas of assignment than do Technicians I. Technicians II may provide daily guidance to Technicians I and are supervised by a Corrections Counselor III or the next level of Technician.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES - Duties may include, but are not limited to, the following:

- Develop technical plans for the implementation of the program to insure a training environment conducive to adequate learning and production.
- Creates instructional plans and approaches to teaching the technical aspects of the area to offenders, generally through hands on training methods.
- Teaches technical skills to offender crews through coaching, demonstrations and on the job training.
- Evaluate program to assure quality control of product and training provided.
- Design and maintain record keeping systems to track technical production, offender achievement, supplies and other relevant program data.
- Maintains inventory and usage records for materials and supplies relative to the technical area.
- Determine and purchase supplies and equipment; track and monitor usage.

- Monitor and report behavioral problems of offenders to designated supervisor or lead; occasionally may supervise and provide security and discipline to offender crews during the temporary absence of the crew chief.
- Performs related duties as assigned.

QUALIFICATIONS

- Three to five years of experience in the assigned technical area;
- Two years of formal technical training from an accredited school or training center may substitute for two years of the required experience; and,
- One year of experience providing customer service to difficult client populations, preferably clients involved in the criminal justice system; and,
- Possession of a valid motor vehicle operator's license.
- Any combination of training and experience that would provide the required knowledge, skills, and abilities will be considered.

Knowledge of: technical aspects of the assigned area; practices and methods necessary to the assigned area; planning and product development; instructional techniques for training and motivating offender participants; communication techniques to insure successful results in dealing with cross-cultural or diverse groups of people including public, peers, team members, offenders and other County employee; equipment and supplies relevant to the technical area.

Ability to: design and plan instructional programs; monitor and evaluate program status to assure quality control; instruct and motivate diverse groups of people; identify supplies and equipment; operate and maintain equipment used in daily activities, including a personal computer, machinery and tools; coach and modify behavior; quickly respond to diverse situations and groups to insure safety and protection of self and others; develop and maintain effective working relationships with management, volunteers, employees, crews and the public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Incumbents work in settings appropriate to the technical area which could include indoor shops, outdoor nurseries, remote locations and others. Indoor shops may have temperature and sound variations as may outdoor assignments. Work includes daily exposure to varying temperaments of individuals, including the public, industry team members, other staff and offender work crews. Stamina and physical agility are essential for most technical assignments. Examples of physical demands include the use of tools and equipment, stooping, bending, or remaining in uncomfortable positions for periods of time, walking or hiking to remote locations, van and trailer operation, and lifting and carrying of products or equipment.

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