

## **JAIL INDUSTRIES SUPERVISOR**

### **JOB PURPOSE AND SUMMARY**

Supervises, plans, controls, directs, and evaluates Jail Industries Coordinators and senior Food Service Coordinators, establishes work performance standards, and assures compliance with federal, state, and local governmental regulations. Supervisor oversees training and daily assignments of trustees; and acts as a unit liaison with outside agencies and other County departments for special work detail projects (e.g. logistical support for ceremonies; shipping/receiving; etc.).

### **CLASSIFICATION DISTINCTIONS**

This is a supervisory position responsible for the overall planning and coordination of the various jail industries services and activities necessitating a specialized and strong background in training, education and experience in the applicable disciplines. Work of this classification is diverse and includes: food services, warehouse duties, ground maintenance, janitorial services, laundry services, and other industries as developed for Clark County jail industry services. Duties are distinguished from those of Jail Industries Coordinators by a greater degree of independent judgment and by a higher level of interpretation of laws and procedures relevant to jail industries' activities.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Plan, coordinate and manage Clark County inmate jail industry services.
- Develop, update, modify, and implement new industry techniques and processes.
- Provide quality assurance of service performance.
- Monitor and train staff in maintaining order and control of trustee activities.
- Evaluate trustee ability to perform assigned tasks.
- Oversee the coordination and review of inmate/trustee services; meet with staff to identify and resolve problems; oversee the assignment of work, activities and projects; monitor workflow; and review and evaluate work products, methods, and procedures.
- Estimate, order, and receive equipment supplies; monitor and maintain inventories.
- Participate in interviewing, selecting, evaluating staff, and recommending disciplinary action.

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- Must be able to perform all Food Services Coordinators and Jail Industries Coordinators job functions as needed.
- Consult with Food Services Coordinators and Jail Industry Coordinators in evaluating and determining appropriate disciplinary action following trustee infractions.
- Coordinate with representatives of other units, agencies, and departments to complete work projects.
- Oversee proper maintenance, repair, and utilization facilities and equipment.
- Develop requirements and requests of work orders for repair and/or maintenance of equipment from the Unit Manager.
- Oversee the inspection of service areas. These should ensure elimination of safety and/or security hazards, and proper care, use and security of all equipment.
- Maintain, track, and/or update miscellaneous reports to include: equipment repairs, trustee work hours, warehouse inventory, shipping and receiving, accidents and incident reports.
- Explain and interpret administrative rules and regulations.
- Perform other related duties as required.

## **QUALIFICATIONS**

### **Experience and Training:**

- Two years of supervisory and/or management experience.
- Criminal justice system experience involving direct contact with offenders.
- One year of experience in landscaping, warehouse inventory control, construction or other physically demanding outdoor work.
- Two years of experience in training and leading self-directed work groups.
- Ability to obtain Food Handler's Certification.
- Forklift certification.
- Equivalent to two years of post-secondary education in Criminal Justice or a related field.

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- Must possess or have the ability to acquire a motor vehicle operator's license and have evidence of an acceptable driving record and insurance.
- United States' Citizenship at the time of appointment.
- Basic computer skills are desirable (e.g. Microsoft Word and Excel).
- Basic inventory control skills.

Any combination of education, training, and experience that would provide the required knowledge and ability to perform the essential duties of the classification will be considered.

**Knowledge of:** criminal justice system; community resources; interviewing and basic counseling methods and techniques; including, planning, scheduling, monitoring, and problem solving; effective communication techniques, human behavior, cross cultural diversity and group dynamics; training and motivation techniques and methods; principles of supervision; safety standards and precautions.

**Ability to:** supervise and control small groups of offenders for a full work shift under all weather conditions; set, communicate and enforce limits; respond quickly to situations requiring safety and protection of self and others; communicate orally and in writing to diverse groups and individuals; evaluate indoor/outdoor work projects for necessary equipment, timelines and assignment of tasks; establish and maintain effective working relationships with staff, offenders, other agencies and the public; perform the physical demands of the work involving walking, climbing, lifting up to 50 pounds, manipulating equipment and warming-up exercises.

**Skill in:** operating and maintaining small equipment and tools required for indoor/outdoor projects; operating and maneuvering a van hauling a trailer; use and maintenance of a fork-lift, landscaping, or other related outdoor work; scheduling and evaluating indoor/outdoor work projects to insure timely completion; provision of First Aid and other emergency assistance.

## **WORK ENVIRONMENT & PHYSICAL DEMANDS**

Work involves supervision of staff and instructing jail trustees. Work may involve interactions in stressful or sensitive situations. Incumbent may be exposed to face-to-face interactions and confrontations with angry, hostile, depressed, and/or otherwise emotionally distraught persons. The applicant must be able to wear protective equipment as required by the department.

Incumbents work in settings appropriate to the job assignment that will include indoor jail facilities, and driving to and from facilities. Indoor and outdoor environments may have temperature and sound variations. Work includes daily exposure to varying temperaments of individuals including the public, other staff, and trustees. Stamina and physical agility are essential for most job assignment sites. Examples of physical demands include the use of tools and equipment, stooping, bending, or remaining in uncomfortable positions for periods of time, walking, driving and/or lifting (up to 50 lbs.) and carrying of products or equipment.

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Essential tasks include use of various grounds' maintenance, janitorial, laundry and other supplies or equipment. Incumbent stands, bends, reaches, sits and lifts food items, supplies, and equipment. Additionally, incumbent routinely handles various sanitation and cleaning supplies to insure compliance with health standards regarding proper food handling rules and regulations.

Incumbent also works in an office setting. Work involves management of multiple priorities. Incumbent will also use the following items daily: a PC, printer, office environment software, industry specific software, other various equipment and supplies.

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