

CLASS CODE: 534216
HOURLY: \$13.37
UNIT: Excluded
FLSA: Non-Exempt

Work Crew Transporter/ Leader

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:

- Transports inmates from correctional facility to worksite; directs the work of work crews and participates in labor related to parks grounds keeping, landscaping, forestry, and maintenance of buildings, facilities, equipment.
- Provides and/or assists in safety training, responsible for associated documentation and forwards training records to appropriate PCC staff.
- Completes daily work logs, vehicle use forms, work orders and receipts.
- Participates in natural resources restoration, clears brush and removes invasive species.
- Chips brush, grinds stumps, and splits firewood.
- Mows and trims grass, applies seed.
- Performs a variety of trail maintenance activities.
- Maintains equipment associated with natural resource and construction work.
- Operates motorized equipment including skid loaders, tractors, chippers, trucks, etc.
- Performs and assist in a variety of semi-skilled carpentry duties; including roofing, dry walling, framing, woodworking and trimming projects.
- Assists with forming, placing and finishing concrete.
- Assist in preparing, painting and woodwork finishing projects.
- 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.
- Knowledge of basic HVAC, electrical and plumbing, new or renovation/repair projects.
- 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 inmate/seasonal work crews.
- 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.
- Ability to obtain/maintain certification in First Aid and CPR.
- Ability to obtain/maintain a Class D driver's license issued by the State of Iowa.
- Ability to obtain Class A, Commercial Driver's License, if required.

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.

Special Requirement:

- Must be able to obtain/maintain a valid chauffeur's license (Class D- Non-commercial) issued by the State of Iowa.
- Must be 18 years of age or older.
- Pre-employment physical examination is required.
- A criminal background check is required.
- A drug screen may be required
- Certified in first aid/CPR
- Must complete training as required by the Newton Correctional Facility.

Adopted: 3/3/2010
Revised: 3/5/2014