

CAREER OPPORTUNITY



Community Service Crew Leader

Parole & Probation • Temporary Position

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Our Parole & Probation Division is seeking temporary Community Service Crew Leaders.

Parole & Probation is a component of the Clackamas County Sheriff's Office and oversees all adult probation/parole operations, as well as a residential facility, the Transition Center, Pre-trial Services and the Community Service program.

Community Service Crew Leaders (Classified as Park Maintenance Specialists) oversee a crew of up to 10 non-inmate adult offenders and perform simple landscaping maintenance in a variety of public settings, exclusively outdoors, such as, but not limited to: mowing, weeding, trimming, trash removal, branch removal, etc.

DUTIES:

Typical tasks and duties may include but are not limited to:

- Perform manual labor with crew and model good work and safety habits.
- Provide direct supervision of the crew at all times.
- Ensure safety protocols are followed at all times.
- Instruct the crew on how to properly use the hand and power tools.
- Assess and report poor performance to the program supervisor; dismiss non-performing or inappropriate clients from the crew.
- Complete paperwork documenting work completed, medical issues and any incidents that occurred.
- Secure and maintain tools for job site and ensure accurate accounting of all tools.
- Attend mandatory quarterly trainings.

REQUIRED MINIMUM QUALIFICATIONS / TRANSFERRABLE SKILLS:

- A minimum of 2 years of experience in the techniques and practice of grounds and landscape maintenance and safety practices; use, operation, maintenance and repair of maintenance equipment and tools, including trailers, tractors, mowers, blowers, edgers, chain saws and other hand and power tools.
- Must have excellent customer service skills and experience with conflict resolution.
- Experience with map reading, the Clackamas County road system, and local communities and parks.
- Must be 18 years of age or older to be considered.
- Must pass a post-offer, pre-employment drug test.
- Must pass an extensive background investigation, including national fingerprint records check.
- Must pass a post-offer physical assessment; accommodation requests will be reviewed on an individual basis in compliance with state and federal legislation.
- Must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

APPLICATION WINDOW:

OPEN UNTIL FILLED

PAY & UNION REPRESENTATION:

\$23.93 - 30.23 hourly

This position is temporary and not seasonal. Temporary, part-time employees work less than 30 hours a week and are represented by the EAT (Employee Association Temporaries & Special Titles) union.

HOW TO APPLY:

Please submit a cover letter (limited to one page) and a resume to **Heidi Dew** at hdew@clackamas.us, FAX to 503-650-8942, or mail to **Clackamas County Parole & Probation, 1024 Main St, Oregon City, OR 97045**. The email, fax or letter should include "ATTN: Heidi Dew" or "Community Service Crew Leader" in the subject line.

QUESTIONS:

Lindsay White, HR Analyst
(503) 742-5466 or lindsaywhi@clackamas.us



@ClackCoSheriff