

CITY OF SALINAS

INMATE CREW COORDINATOR

BARGAINING UNIT/CLASS CODE:

SEIU / P02

DEFINITION

To lead and perform a variety of semi-skilled work in weed and litter control on City owned properties; to direct the work of an inmate crew; and to provide guidance, assistance and training to less experienced personnel.

DISTINGUISHING CHARACTERISTICS

This is a journey level class in the Public Service Maintenance series. The incumbent in this class will lead a crew of inmates to perform weed and litter abatement on City properties; and perform other general type labor work.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level staff. Exercises functional supervision over inmates.

ESSENTIAL JOB FUNCTIONS OF THE POSITION: Duties may include, but are not limited to the following:

Lead a crew of inmates in the performance of a variety of weed and litter abatement duties on City right of ways, alleys, islands, City owned parcels, sidewalks, drainage channels, and pump stations. Provide leadership, guidance and training to less experienced workers. Coordinate with the Crew Supervisor a daily work schedule. Operate construction and maintenance equipment such as trucks, tractors, and front loaders for a variety of construction and maintenance operations. Assist in asphalt spreading and other street repair. Use powerized concrete cutting and breaking tools; perform masonry and rough carpentry work, including concrete set-ups, pours and finishing projects. Coordinate and perform inspections of ditches, drainage areas and roadside shoulders for noxious weeds; and weed identification and removal using appropriate herbicides. Perform storm drain and catch basin maintenance. Perform sewer and pump maintenance duties; operate maintenance equipment and tools such as power tools, sewer rodder, hydraulic jet cleaner, vac-all, front loaders, compressor, power wench, boom truck, main and auxiliary pumps, and related equipment and tools. Perform and assist others with preventive maintenance on tools and equipment as required by manual specifications. Coordinate and assist in the installation and repair of underground pipes; and removal of sewer line and storm drain blockages. Utilize proper safety precautions related to all work performed. Read and interpret maps of underground sewer and drainage systems. Paint traffic markings on streets, crosswalks, parking lots and curbs. Perform emergency street, sewer, storm drain and other public service maintenance work as required. Apply herbicides in accordance with approved safety procedures. Manage inmates and their work assignment schedules effectively. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 50 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions

**CITY OF SALINAS
INNATE CREW COORDINATOR (continued)**

WORKING CONDITIONS

Perform heavy manual labor for periods up to but not limited to 8 hours per day. Work outdoors under adverse conditions in heat, wind, cold, rain and dust. Work in and around potentially hazardous substances, including pesticides, herbicides and motor fuel. Ability to drive a vehicle with a manual clutch. Work in environments with loud equipment noise levels.

QUALIFICATIONS

Knowledge of:

Principles and practices of the general construction trade. City policies and procedures in assigned areas of public service maintenance. Employee training and development principles and techniques. Correct and effective use of tools and equipment used in the construction and maintenance of streets, traffic signals, sewers, sidewalks, signs, storm drains, parkways and other public infrastructure facilities and buildings. Materials, tools and techniques of concrete and asphalt work. Hazards associated with indoor and outdoor maintenance work and corresponding safety rules, regulations and precautions. Traffic laws, ordinances, and rules involved in truck, light and heavy equipment operations on public streets and right of ways. Purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment. Standards relating to fabrication, installation, and maintenance of traffic signs and pavement markings. Properties of backfill materials, construction materials, concrete, asphalt, hot patch, cold patch, oils, paints, and a variety of other materials used in maintenance work. Application of pesticides and herbicides.

Ability to:

Oversee the work of an inmate crew. Provide training and guidance to less experienced personnel. Keep records neatly and accurately. Work without close supervision; exercise sound independent judgment. Perform variety of skilled maintenance, construction and repair work. Operate a variety of vehicles and equipment in a safe and effective manner, and instruct others in these duties. Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner, and instruct others in these duties. Establish and maintain effective working relationships with others. Set-up, pour and finish concrete and asphalt; perform basic plumbing and pipefitting; and surface preparation/painting and instruct others in these duties. Work safely and adhere to principles of safety when working near traffic or in other environments.

Skills to:

Perform a variety of construction/maintenance tasks. Operate a variety of vehicles, equipment, power tools, and hand tools.

License or Certificate:

Possession of a valid California Driver's License appropriate to vehicles operated.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of the twelfth grade or a certified training program in basic carpentry, plumbing, painting, masonry or other trade; and four years of responsible experience equivalent to work at the Public Service Maintenance Worker II level. Completion of course in prisoner supervisor required during probationary period.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____