



## Job Description

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<b>TITLE:</b> Lead Community Resource Technician	<b>JOB CODE:</b> 5150
<b>DEPARTMENT:</b> Public Works	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Labor/Trade
<b>UPDATED:</b> April 13, 2022	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> NO

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**Summary:** Under general supervision, transports and supervises inmate workers from the San Juan County Detention Center on various labor intensive assignments ranging from roadside litter pick up to assisting the Maintenance and Construction crews; supervises workers activities to maintain the safety of the public; ensures inmates do not have contact with civilians and do not obtain contraband; monitors and corrects inmate performance.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Picks up work crew and transports to the work site; sets up a safe work zone along roadways.
- Monitor the safety and security of the inmates while seeing that they accomplish their assigned tasks.
- Cleans and performs routine maintenance on hand tools and small power tools; plans for and loads equipment needed for daily jobs.
- Speaks with community members as needed; explains the crew's job and expected timing.
- Writes reports concerning job performance, safety issues or inmate discipline problems as needed; documents all jobs performed by the crew.
- Checks assigned vehicles and writes maintenance/repair reports for shop; searches vehicles on a daily basis for contraband. Document all jobs done.
- Utilizes inmate labor to perform a variety of maintenance and cleaning tasks including tree trimming and removal, weed cutting, cleaning of culverts and ditches, picking up dead animals and cleaning up illegal dump sites.
- Supervises crew performing litter pick up along County roads and State highways, sweeping gravel and dirt from paved roadways, recycling paper and cardboard from County Buildings, and cleaning graffiti using a power washer.
- Supervises crew performing landscape work, building and painting fences and reseeding construction locations;. Fills, hauls and places sand bags for flood situations.
- Evaluates the work of crew members; takes disciplinary measures as necessary; changes crew members that are not responsive and do not follow established procedures.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of methods and procedures of general road and facilities maintenance.
- Knowledge of the laws and regulations governing inmate work service programs.
- Knowledge of federal, state and County safety rules and regulations.

## Job Description

### Lead Community Resource Technician

- Knowledge of County policies and procedures.
- Knowledge of the principles and practices of effective employee supervision and training.
- Skill in leading and supervising work crews.
- Skill in organizing and prioritizing multiple tasks and demands.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in working independently or as part of a team.
- Skill in establishing effective working relationships with other County staff, inmates and the public.
- Skill in communicating effectively, both orally and in writing.
- Skill in the use of a personal computer and standard business software.

### Education and Experience

- High School Diploma or GED equivalent and three (3) years general maintenance experience.
- Must pass the Civilian Work Squad Supervision class presented by the Detention Center within six (6) months of hire.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in an outdoor or shop environment; may be required to lift and carry items more than 50 pounds.
- May be exposed to dangerous machinery, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually loud.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

### Equipment and Tools Utilized:

- Equipment utilized includes a 16 foot long trailer and various hand and power tools. May be needed to operate a forklift, backhoe and front end loader.

### Approvals:

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_