

ASSISTANT PROGRAM MANAGER

DEFINITION

Under general direction, to plan, manage, and supervise the on-going maintenance, repair, and construction of the County Correctional Facility, to perform special projects; to supervise and direct the work of inmate work crews; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the position, which has day-to-day responsibility for planning, organizing, overseeing, and performing a variety of functions and services at the County Correctional Facility. In addition the incumbent performs special projects as assigned and directs inmate work crews.

REPORTS TO

Jail Commander

CLASSIFICATIONS DIRECTLY SUPERVISED

Provides oversight for inmate work crews.

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EXAMPLES OF DUTIES

- Plans, oversees, and performs Correctional Facility maintenance activities.
- Establishes maintenance priorities and work schedules in consultation with the Jail Commander.
- Perform facility repairs.
- Oversees inmates performing maintenance assignments.
- Provides training in maintenance work and tool safety.
- Purchases and inventories maintenance supplies.
- Performs special assignments and projects as delegated.
- May plan, design, develop cost analyses, and oversee major construction and remodeling projects.
- Solicits and reviews bids for major construction efforts.
- Assists with the development of contracts and oversees the work of sub-contractors.
- Supervises inmate work crews in forming and pouring concrete, framing, plumbing, electrical work, siding, flooring, dry wall installation, and other construction work.
- Assists with motor vehicle repair and maintenance.
- Has responsibility for grounds keeping and repair and maintenance of grounds keeping equipment.
- Operates a variety of tools and equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; ability to stop, kneel, or bend to pick up or move objects weighing up to 100 pounds with help; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of food service and maintenance and trades tools and equipment; use of office equipment including computers, telephones, calculators; copiers and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, detention facility, and outdoor environments; exposure to dust; exposure to grease and oil; occasional exposure to fumes, smoke, and gasses; works around machinery with moving parts; exposure to humidity and moisture; continuous contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Plumas County correctional procedures, policies, and regulations.
- Problems related to the care and custody of inmates.
- Basic knowledge of laws and regulations related to jail operations and custody of inmates.
- Methods, tools, and procedures of the maintenance and construction trades.
- First aid techniques.
- Fiscal record keeping and controls
- Construction project planning and oversight.
- Gather, organize, analyze, and present a variety of data and information.
- Perform a wide variety of complex and specialized Grant administration and support work for an assigned Department.
- Principles of work coordination, and training.

Ability to:

- Plan, organize, and perform a variety of assigned functions at the County Correctional Facility.
- Provide oversight and training for inmate work crews and activities.
- Plan and perform maintenance and construction work.
- Skillfully use a variety of construction and trades tools and equipment.
- Understand and interpret laws and regulations relating to food operations and correctional facilities.
- Maintain fiscal records and control expenditures.
- Prepare and maintain a variety of records and reports.
- Effectively represent the Sheriff Department and the Correctional Facility in contacts with the public, other County staff, inmates, and other government agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

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Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of experience in commercial maintenance and construction trades. Previous experience in working with inmates and correctional facilities is highly desirable.

Special Requirements: Possession of a valid California Driver's License issued by the Department of Motor Vehicles.