

## **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.

## **ASSISTANT PROGRAM MANAGER – 2**

### **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.

## **ASSISTANT PROGRAM MANAGER – 3**

### **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.

#### **ASSISTANT PROGRAM MANAGER – 4**

**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.