

Code: 2231

Title: YOUTH CREW LEADER

SUMMARY: This classification supervises and participates in the daily activities of a crew of adolescent youths performing unskilled labor in maintenance activities throughout the County. It is distinguished from Public Works Crew Supervisors who supervise and participate in the work of County employees and contractors performing skilled or technical maintenance and construction tasks.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises, directs and evaluates the work of youth crews engaged in unskilled labor and maintenance activities;
Trains or coordinates training of youth crews in essential worksite safety measures and use of assigned tools and equipment;
Coordinates work of youth crews with County maintenance crew leaders and work activity directives;
Closely monitors youth crew productivity, performs quality control inspections of completed work and directs necessary remedial actions;
Directs, implements and monitors safety practices and procedures used by youth crews;
Operates County vehicles to transport youth crews, equipment and supplies to/from work sites;
Supervises the collection, removal, transportation and proper disposal of plant materials, trash and debris from work sites;
Counsels individual youth crew members on behavior, job performance, and work methods;
Contacts, as needed, youth crew member's parents/guardians to discuss and resolve problems with the youth's job performance, attendance or related issues;
Recommends to management the dismissal of individual youths from work-crews based upon poor job performance, attendance, continuing violation of safety measures or inability to work cooperatively with others;
Responds to inquiries from the public on the employment of youth crews and their duties, and refers complicated questions to appropriate level of management for response;
Maintains records, time-sheets and related documentation;
Prepares routine, recurring and special reports for management;
Performs operator-level servicing and maintenance of assigned County vehicles.

KNOWLEDGE & SKILLS:

Knowledge of:

- special needs of adolescent youths engaged in work activities;
- typical hazards of unskilled maintenance work and work site safety procedures;
- County, State and Federal policies, procedures and rules for employment of adolescent youths;
- essential record-keeping and report preparation for labor activities;
- principles and practices of supervision, training and evaluation.

Skill in:

- counseling and motivating adolescent youths engaged in work activities;
- directing, evaluating and supervising adolescent youths engaged in unskilled maintenance work;
- training adolescent youths in safety and equipment use for unskilled labor activities;
- conferring with youth crew member's parents/guardians to resolve work-related issues;
- operating and performing operator-level servicing and maintenance of assigned County vehicles;
- maintaining records of activities and preparing required reports.

MINIMUM QUALIFICATIONS: EITHER

(1) One year of experience* in direct supervision and/or counseling of adolescent youths as a campus monitor, junior high school or high school counselor or teacher.

*may be a full calendar year or a full school year, typically nine months in length

OR

(2) One year of experience with Pima County or other public jurisdiction as a Juvenile Diversion Officer, Juvenile Corrections Officer, Juvenile Probation Officer or Juvenile Corrections Specialist.

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Class D Arizona Driver's License is required at the time of appointment. A current certification in Cardio-Pulmonary Resuscitation (CPR) and basic First Aid, equivalent to those issued by the American Red Cross, is required at the time of appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

Special Notice Items: All positions require satisfactory completion of a background investigation by law enforcement agencies prior to appointment.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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