

Ottawa County Probate and Juvenile Court

Position Vacancy

Division/Department: Juvenile Court

Location: Based out of Ottawa County Courthouse, 315 Madison St., Port Clinton, OH
Program performed at sites throughout Ottawa County

Job title: Litter Collection Crew Supervisor

Reports to: Jay Faris
Title: Director of Probation Services

Classification:

Non-Exempt

Type of position:

Full-time Contractor
 Intern Part-time

Hours: 20-40/week

Rate: \$10.40/hour

Essential Job Functions:

1. Work Variable Hours 20-40 per week including evenings and weekends, seasonal April – October.
2. Supervise Litter Crew of 4-6 juveniles between 14 and 18 years of age and transport in county van.
3. Plan, map, and organize routine to cover the county and township roads.
4. Schedules the Litter Crew daily, typically 6-hour shifts, to maintain a working crew at all times.
5. Performs litter collection and other collection activities along with the litter crew while also supervising, directing, and motivating the crew.
6. Completes and maintains daily paperwork on the progress of the crew.
7. Keeps Supervisor informed of all activity and takes initiative with new ideas.
8. Monitors inventory of supplies needed for collections and cleanups.
9. Ensures that the Crew van is in working order and communicates any services needed to Supervisor.
10. Documents and reports injuries, accidents, and incidents as appropriate.
11. Other related functions and responsibilities as designated by the Supervisor.

Minimum Qualifications: High School Graduate or equivalent. Must have basic computer skills, including Excel, and good telephone communication skills. Must have knowledge of: office practices and procedures, business English, and spelling and grammar skills. Must have the ability to communicate effectively and interact with the general public. Must be able to manage confidential documents and information. Basic leadership skills and ability to problem solve and work with little direction. Possession of a current valid Ohio Vehicle Operator's license. The successful applicant will have to undergo a full background check.

Preferred Qualifications: Two years experience in a supervisor setting. Experience working with youth and general public.

Critical Skills/Expertise: Effective communication skills; dependable and honest; team player; good driving record; and motivated and efficient.

Typical Physical Requirements: May involve exposure to adverse weather conditions; lifting and carrying objects greater than 20 lbs; driving, crouching and walking.

Equipment Used: Computer, telephone, calculator, copy machine, fax, van.

Submit Resumes to:

Ottawa County Juvenile Court
Attn: Court Administrator
315 Madison Street
Port Clinton, Ohio 43452
lclune@co.ottawa.oh.us

Application Deadline:

4:30 P.M. Thursday, March 18, 2010

