



Labor Unit Coordinator

Please look at what you can expect to earn as a **Labor Unit Coordinator** during your first year as a full time Employee with Washington County Government:

- Six (60) Hours Personal Time
- Eighty (80) Paid Vacation Hours
- Fourteen (14) Paid Holidays
- One Hundred & Twenty (120) Paid Sick Hours
- County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage.
- County Paid Employee Assistance Plan
- County Paid Life Insurance
- County Paid Accidental Death and Dismemberment Insurance
- County Paid Short Term Disability Insurance
- County Paid Long Term Disability Insurance
- Up to \$2,500.00 Annual Tuition Reimbursement Assistance
- County and Employee funded Defined Pension Plan
 - Vested in just five (5) years.
 - Credit for Prior Active Military Service and Unused Paid Sick Days.
- An Annual Salary of \$40,040 starting..

If our comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



JOB TITLE: Labor Unit Coordinator **GRADE** 7
DEPARTMENT: State's Attorney's Office **FLSA STATUS:** Non-exempt
REPORTS TO: Director of Alternative Sanctions

GENERAL DEFINITION OF WORK:

Labor Unit Coordinator is part of the Alternative Sanctions Program of the State's Attorney's Office and is responsible for the direct supervision of the work labor unit, who are performing community service at various local government organizations and non-profit agencies. Labor Unit Coordinator directly reports to the Director of Alternative Sanctions and coordinates with the caseworkers.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Supervision of the labor unit
2. Conducts work alongside labor unit and may work solo occasionally when labor unit is not present.
3. Develops work plans and schedules.
4. Organization of the specific tasks to be performed.
5. Distribution and maintenance of equipment needed to perform the tasks.
6. Solving of job-related problems.
7. Evaluation of quality and quantity of work of each client.
8. Time record keeping for work labor unit.
9. Reporting of successful closings, terminations, and problems to caseworkers.
10. Assist in acquiring new work site venues and special events for labor unit.
11. Driving of County-owned vehicles, and equipment.
12. Responsible for performing minor maintenance on equipment and arrange for regular annual service and more extensive repairs at a local authorized vendor.
13. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to supervise and work well with a wide variety of people, and capable of maintaining compliance with existing departmental policies and procedures. Must have strong organizational, interpersonal, and good decision-making skills. Familiarity with the operation of small machines (mowers, trimmers, blowers etc.) and some knowledge of constructions trades (painting, carpentry, etc.). Experience with iOS equipment, Microsoft Word, Excel, and Outlook are desirable.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and experience in the supervision of personnel.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Physical capability to effectively use and operate various items, such as, but not limited to, mowers, trimmers, etc. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to lift 100 lbs. The worker may be subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license (CDL or willingness to obtain one.)
Weekly set work schedule which includes weekends.
Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.
Applicant must be legally authorized to work in the United States and willing to provide unexpired USCIS Form I-9 employment eligibility verification documentation upon request.

Easy Ways to Apply:

Visit our website at <https://www.washco-md.net/jobs/>

or

Complete and email an Application to hrservice@washco-md.net

or

Complete and mail Application to:

Washington County Human Resources Department,

100 W. Washington Street, Room 2300,

Hagerstown, Maryland 21740.

Internal Candidates are required to use an Internal Application (including resume) when applying.

<https://www.washco-md.net/internal-jobs/>

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

OPEN UNTIL FILLED