

Job Description: Car Wash Supervisor

Job Location: OMES – DCAM – Fleet Management, 317 NE, 31st St, Suite A, OKC, OK 73105

Pay: \$10/h

Shift: M-F, 7 AM – 4 PM (40h per week, excluding State Holidays)

Job Summary: Supervises and coordinates activities of workers performing a variety of cleaning duties to the interior and exterior of the vehicles maintained by the state vehicle leasing program for the State of Oklahoma.

Job Duties:

- Directly supervise and coordinate the activities in the interior/exterior cleaning of vehicles using a variety of products and tools.
- Supervises PWP female personnel engaged in washing vehicles using high-pressure washer equipment and cleaning vehicles using other methods besides by automatic mechanism.
- Record performed jobs in the online fleet system
- Maintains quality service by following service standards; conducting final inspection; correcting deficiencies; obtaining approval from customer.
- Organizes crew and own job assignments to maximize productivity
- Review work throughout the work process and at completion to ensure tasks have been performed properly.
- Perform the same work duties as those supervised or perform more difficult or skilled tasks or assist in their performance.
- Evaluate PWP employee performance and prepare performance appraisals.
- Perform other duties as assigned by manager or supervisor, including driving vehicle into and out of the building; maintain clean car staging area, occasional sale day driving.
- Comply with OMES and DOC rules and policies relating to working with PWP workers (see attached / following pages)

Requirements:

- General knowledge of utilizing PC for data entry
- Valid Oklahoma driver's license with a good driving record
- High School Diploma or equivalent preferred
- Previous supervisory experience in detail shop or buffing experience preferred.
- Ability to drive vehicles and maneuver vehicles in tight space
- Must be able to effectively communicate with staff and customers
- Manual dexterity, repetitive motion tasks.
- Regularly required to stand, walk, reach, talk and hear.
- Frequently required to stoop, kneel, crouch, bend, squat and climb.
- Medium strength; ability to lift 1-30 pounds (light hand tools, etc.).
- Vision abilities required include close, distance and color vision, depth perception and ability to adjust focus.
- Must be able to read and write English
- Must be able to multitask
- Must be honest and reliable
- Must be able to maintain a positive attitude
- Must have reliable transportation
- Passes background, driving license and drug check

Application Method:

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GUIDELINES AND RULES FOR SUPERVISORS OF PUBLIC WORKS PROGRAMS

The mission of the Oklahoma Department of Corrections is to ***“Protect the Public, Protect the Employee, and Protect the Offender.”*** In addition to the mission of the department, state laws govern the Public Works Program. Listed below are the guidelines and rules for the supervisors of PWP crews. These guidelines and rules will provide you with the basic tools and information to accomplish the department's mission. Prior to supervising any PWP crew, each supervisor must attend PWP supervisor's training, read the guidelines and rules, and post orders and sign that they understand and accept them.

These guidelines and rules will be included in the post orders for public works program supervisors.

1. Offenders assigned to your work crew may not leave your job site or assigned work area without your approval. The job site or work area is the area that is defined by you, the crew supervisor, for the work to be accomplished on any particular day. All supervisors will remain in the area with their offenders at all times. **PPW supervisors will immediately report any serious incident, (i.e. vehicle accident, offender injury, and escape to the host facility and the nearest facility for assistance). Local law enforcement will be notified for any assistance.**
2. Offenders may not solicit or receive gifts or anything of value, nor may they attempt to borrow money even at the insistence of you or fellow workers. Minimum security offenders may not have money in their possession at anytime. Community custody offenders may have no more than \$5.00 in their possession. Nor may you, their supervisor, solicit, receive, borrow, or give any thing of the above listed items for or to your assignment offenders.
3. Offenders may not receive personal visits, use a telephone in any fashion for personal calls, use a computer for personal use to include sending or receiving e-mail, nor may they send or receive mail while away from the facility. The supervisor will not receive or send any mail for offenders assigned to their supervision.
4. Minimum security offenders may not enter into any business.
5. Offenders may not enter into any office unless they are accompanied and supervised by a crew supervisor.
6. Offenders may not enter into any residence at any time or under any circumstances. Offenders may not do this at the direction of a crew supervisor or owner of the residence.

7. Offenders may not consume or have in their possessions at any time intoxicating substance or illegal/prescribed drugs, with the exception of those prescriptions designated as "keep on person." With the exception of offenders assigned to a community corrections work crew, offenders may not be in possession of tobacco or tobacco like products at any time.
8. Offenders may not take personal property to your work site. This includes, but is not limited to: radios, drinking cups or tumblers, hobby craft items, and photographs.

Offenders may not bring any property into the facility that was found or obtained at the work site. Offenders may not receive any gifts of any type from a work supervisor or the public. This includes, but is not limited to hats, shoes, boots, or clothing.

9. Offenders may not bring back into the facility any animals, reptiles, or birds. This includes, but is not limited to snakes, lizards, turtles, spiders, rabbits, cats, or dogs.
10. Offenders must comply with all rules established by work supervisors.
11. If you need to work offenders overtime, or your work schedule changes, it is your responsibility, as the crew supervisor to notify the facility immediately. This can be done in person or by telephone. The crew supervisor must make prior arrangements, if at all possible, at least two days in advance or one day in advance for emergency situations.
12. Each facility will maintain a roster of all crew supervisors' names, contact persons, phone numbers, and the name and number of each offender assigned to each crew.
13. Minimum security offenders may be unescorted but will be visually observed at least every half hour by staff or the civilian supervisor. Formal counts will be conducted every 2 hours and documented in a log book.
14. PWP offenders may only work on projects that are in the public domain and only on public property or right of ways. Some projects on private property, which will benefit the public (i.e., tornado or flood clean-up, etc.) may be allowed. All projects on private property will be requested in writing by the agency head to the designated facility head for approval, prior to any work starting on the project. Any questions with regard to the propriety of a work assignment will be immediately referred to designated facility head.
15. If offenders assigned to your crew are sick, or otherwise unable to work, they must notify the supervising officer prior to their assigned checkout time for work so that the crew supervisor may be notified of the reason that the offender is not reporting for work.

16. PWP offenders may only operate equipment and machinery (e.g., tractors, backhoe, riding lawn mowers, weed eaters, chain saws, power tools, etc.) in the performance of their assigned work detail, provided that they have been trained to safely operate this equipment or machinery by a crew supervisor. Documentation of safety training will be provided to the appropriate DOC staff. Offenders may not at any time operate any vehicle that is street legal for the transportation of people or equipment. Prohibited vehicle operation includes, but not limited to, cars, pickups, vans, trucks, motorcycles, or watercraft.
17. Under no circumstances may an offender be placed in authority over another offender or group of offenders.
18. PWP assignments are made so that offenders may work in the public sector. Offender work performance will be monitored by the crew supervisor and satisfactory work performance reports will be required for each offender to maintain PWP status. Crew supervisors are required to submit monthly work evaluations on each offenders assigned to their crew. These evaluations are due by the fifth calendar day of each month.
19. It is the responsibility of the crew supervisor to report and submit an offense report for any rule violation that any offender commits. Incident reports and offense reports will be submitted at the end of each workday that a violation has occurred.
20. Offenders who work away from the facility will be provided a sack lunch for the meal they will miss at the facility in accordance with OP-070202 entitled "Food Preparation, Service and Delivery."
21. Supervisors must ensure proper tools/equipment are provided and and for the daily accountability of tools and equipment.
22. Ensure appropriate safety procedures are followed. Offenders who fail to use required safety equipment may be grounds for termination from the work crew.
23. Ensure offenders are properly clothed for appropriateness of their job assignment (e.g., gray uniform, gray coat, or orange coveralls/insulated orange coveralls). All clothing must have "**CORRECTIONS**" stamped on the back. Offenders will not remove outer garments to work in t-shirts.
24. Supervisors will maintain confidentiality of offender information.

GUIDELINES FOR PUBLIC WORKS PROGRAM SUPERVISORS

I have read and understand the guidelines of the Public Works Program and agree to abide by them. I have received a copy of the guidelines and rules for PWP supervisors and offenders. I have also been informed about the institution's policies on confidentiality of information and agree to abide by them.

Crew Supervisor Signature

Date

Facility Staff Signature

Date

(R 2/12)



State of Oklahoma
Human Capital Management
A Division of the Office of Management and Enterprise Services
Policies and Procedures
Employee/Offender Interaction Policy

Effective Date of Policy: 01/23/2014

Prior Policy:

Last Reviewed:

Date Policy Last Revised:

Approved: Preston Doerflinger

Next Scheduled Review:

Policy Number: HCM-21

Replaces Policy Number:

Approval Date: 01/23/2014

Purpose

The Office of Management and Enterprise Services (OMES) will actively pursue public works programs (PWP) consistent with state statute by engaging in public service activities and projects that serve and benefit a public purpose. These activities may require offender labor, which will be utilized to fulfill community projects as well as saving taxpayer dollars without displacement of current jobs. In order to protect the public, protect the employee, and protect the offenders it is the OMES policy that OMES employees (including contractors, students, volunteers or any individual representing OMES) shall not engage in prohibited activities, relationships, sexual misconduct/harassment or retaliation against offenders /ex-offenders in the PWP.

Definitions

Offender and Ex-offender: 1. Offenders is defined as individuals under the care, custody or supervision of the Oklahoma Department of Corrections. 2. Ex-offenders are those individuals who are within 180 days of the date following their discharge or termination from custody or supervision.

Public Works Programs: An ongoing project, or projects of lesser durations, that use confined or community security offenders to provide labor for the betterment of the public and/or government agency.

Procedures

As authorized by state law, offenders under the custody of the Oklahoma Department of Corrections may be assigned to OMES for the purpose of working on projects that benefit a public purpose. Public works programs will be performed for the convenience, safety or welfare of the entire community.

Prohibited Activities with Offenders and Ex-Offenders

1. Accepting or offering a gift, craft, money or anything of value, directly or indirectly, without the written consent of the employee's supervisor. This prohibition includes any member of the offender's family.
2. Giving, receiving or loaning any money, or anything of value, for any purpose, without the written consent of the employee's supervisor.
3. Engaging in any other activity which constitutes or offers the opportunity for an abuse of the employee's position.

Prohibited Relationships with Offenders and Ex-Offenders

Prohibited relationship includes but is not limited to engaging in any non-professional association, contact or personal relationship with offenders, ex-offenders or members of their families which compromises the employee's ability to discharge effectively the duties of his/her position.

Prohibited Over-Familiarity

1. Engaging in or attempting to engage in conduct likely to result in intimacy or a close personal relationship with an offender.
2. Flirting with each other;
3. Exchanging personal letters or gifts;
4. Requests or granting of special favors and;
5. Discussing personal matters unless it is an expectation of the employee's job responsibilities

Prohibited Sexual Misconduct

Sexual misconduct is employee engaging in any activity of a sexual nature that violates another individual's physical or emotional well-being or personal space. Sexual misconduct acts include, but are not limited to, the following:

1. Any sexual advances;
2. Requests for sexual favors;
3. Threats for refusing sexual advances;
4. Verbal or physical conduct of a sexual nature toward an offender by employees, contract staff or volunteers of OMES

Sexual acts or sexual contacts between any employee and an offender, even if the offender consents, initiates or pursues, are always prohibited, always illegal, and punishable under the criminal laws of this state.

Prohibited Sexual Harassment

Sexual harassment is employees engaging in sexual advances, requests for sexual favors or other offensive conduct of a sexual nature. Sexual harassment includes, but is not limited to:

1. Demeaning references to an offender's gender;
2. Derogatory comments about an offender's gender;
3. Jokes about sex or gender specific traits ;
4. Abusive, threatening, profane or degrading sexual comments and touching, attention or conduct of a sexual nature

Offender on Offender Sexual Assault and Abuse:

One or more offenders engaging in, or attempting to engage in a sexual act with another offender or the use of threats, intimidation, inappropriate touching or other actions and/or communications by one or more offenders aimed at coercing and/or pressuring another offender to engage in a sexual act. Offenders do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior.

Prohibited Retaliation

Retaliation is intimidation to prevent an offender from filing a complaint or participating in an investigation of sexual misconduct. OMES prohibits any individual from interfering with an investigation, including intimidation or retaliation against witnesses. If an offender believes that she/he is being denied privileges, or is being unfairly transferred or punished in some way because she/he filed a complaint or assisted in the investigation of a complaint, she/he should report this to the agency Supervisor.

Any employee who witnesses or knows of a violation of this policy must promptly report the violation to a supervisor or Human Resources. OMES will promptly investigate all allegations that violate this policy.

Any employee, who fails to promptly report a violation or who knowing falsifies a report, shall be subject to disciplinary action, up to and including termination.

Any employee who retaliates against an individual for reporting or providing information concerning violation of this policy shall be subject to disciplinary action, up to and including termination.

Any employee who refuses to cooperate in an investigation of a possible violation, shall be subject to disciplinary action, up to and including termination.

Violations of this policy shall be subject to the appropriate disciplinary action, up to and including termination.