

# JOB DESCRIPTION

Reference Job #CR-04

Ministry: Attorney General  
Branch: Corrections MTCC  
Location: Mount Thurston

Working Title:  
Level:  
Classification:

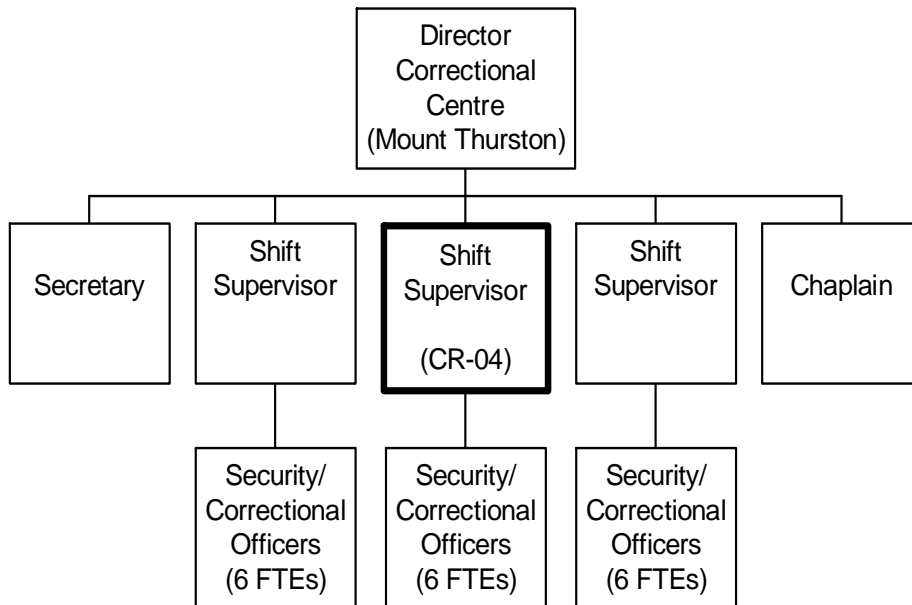
**Shift Supervisor (Mt. Thurston)**  
Range 24  
Correctional Services

## PRIMARY FUNCTION

To maintain the safety and security of inmates and staff during the shift and to oversee inmate programs and activities of an adult open correctional centre (Mount Thurston Correctional Centre).

## JOB DUTIES AND TASKS

1. Maintains the safety and security of inmates and staff during the shift
  - a. inspects and monitors all areas of the centre for security, safety and cleanliness
  - b. ensures staff comply with Branch and Centre standards, policies and procedures
  - c. conducts regular searches and daily inspections of all areas of the centre
  - d. ensures that regular and meal counts are conducted
  - e. attends and resolves incidents and conflicts; applies physical restraint techniques to control inmates when necessary
  - f. liaises with WCB and Branch inspectors, various justice system agencies
  - g. monitors and arranges for repairs to building and vehicles
  - h. responds to emergencies, such as attacks, suicide attempts, assesses and determines level of response, debriefs staff, etc.
  - i. conducts investigations regarding inmates and reports to Director
  - j. screens all visitors to the centre
2. Provides supervision to 6 Correctional Officer staff (6 FTEs)
  - a. assigns staff to specific posts and duties
  - b. monitors staff work performance
  - c. participates in recruitment process
  - d. completes staff appraisals annually and discusses discipline issues when needed
  - e. identifies staff training needs
  - f. coordinates and/or conducts training activities
  - g. conducts investigations regarding staff
  - h. attempts to resolve staff complaints and grievances at the first step
  - i. prepares WCB reports, incident reports, escape reports, etc.
  - j. assesses case management work
  - k. authorizes overtime, leave, substitution, etc.
3. Oversees inmate programs and activities during the shift
  - a. organizes and monitors inmate work, leisure, volunteer, contracted services and community work programs
  - b. coordinates and records inmate movements, escorts, incidents, etc.
  - c. maintains good relations with visitors, community groups, media, outside agencies
  - d. assists in planning operational and program priorities, needs, and recommends changes
  - e. admits/discharges inmates after hours
  - f. issues inmates trust funds
  - g. participates in inmate work assignment decisions
  - h. resolves inmate complaints and grievances at first step
  - i. monitors inmate behaviour and takes appropriate disciplinary action
  - j. checks case files to identify high risk/suicidal inmates, and to ensure classification and sentence plan will meet inmates' needs
  - k. consults with psychologists and others to ensure appropriate sentence management planning
  - l. chairs remission and temporary absence (TA) panels; authorizes TA in absence of the director
4. Performs administrative duties
  - a. develops and administers leave management system
  - b. assists in preparation and administration of centre budgets



## REASON FOR CLASSIFICATION

Reference Job #CR-04

Job Title: Shift Supervisor (Mt. Thurston)

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the principles of criminology to interpret and apply correctional standards to organize programs in a correctional centre as a shift supervisor.</p>	G	250
2	<p><b>MENTAL DEMANDS</b> Judgement to modify approaches so they will work with new or changed circumstances to organize programs in an adult open correctional centre as a shift supervisor.</p>	G	200
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Persuasion required to use basic counselling skills to supervise employees, appraise work and communicate issues of discipline when needed.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Significant coordination and dexterity required to apply physical restraint techniques to control inmates when necessary.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general corrections policies, overall plans, guidelines and technical standards that allow flexibility in performing work or taking actions to organize programs in an adult open correctional centre as a shift supervisor.</p>	E	120
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Moderate financial responsibility to authorize payment of overtime.</p>	D	22.5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Major level of responsibility to manage the security of physical assets of the institution during shift.</p>	F	43

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise Correctional Officers, appraise employee performance and take disciplinary action (6 FTEs).	DF	21
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> High level of care and attention to manage a program of staff safety and inmate security in a correctional centre during shift.	F	50
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Intense awareness of others to almost always observe inmates to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to occasionally restrain inmates.	C	12
12	<b>SURROUNDINGS</b> Exposure to involvement with unpredictable inmates almost always.	D	9
13	<b>HAZARDS</b> High level of exposure to hazards from almost always possibility of physical violence from inmates in a correctional centre.	E	12

**Total Points: 825**

**Level: Range 24**