



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CORRECTIONAL FARM CREW LEADER

Job Number: 20000645

Job Code: 22130V231016

Job Group: 2200 - CORRECTIONS

Job Established: 09/01/1993

Job Revised: 10/16/2023

Grade: 11 Salary (MIN - MID):

\$16,984-\$25,476 - Hourly

\$2,759.90-\$4,139.86 - 37.5 Hr. Monthly Salary

\$2,943.90-\$4,415.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs functional supervision over a crew of inmates in all phases of farm operations; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Must have one year of agricultural or landscaping/grounds keeping experience.

Substitute EDUCATION for EXPERIENCE:

Additional education or training in agriculture or a related field will substitute for the experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be twenty-one (21) years of age. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs functional supervision or leadership over a crew of inmates in farm activities such as planting, cultivating and harvesting crops, fruits, and vegetables, putting up hay, feeding livestock, cleaning out barns, cutting bushes, pulling plants, transplanting seedlings, making fence repairs and cleaning out fence rows. Maintains timecards on inmates. Completes work progress reports. Instructs inmates on how to use farm tools, the feeding and care of livestock, and safety and fire rules and regulations. Maintains accurate logbooks on medication and medical supplies. Maintains inventory on all stored hazardous materials that includes Safety Data Sheets. Maintains accurate records on cattle regarding breeding, deaths, transfers in and out of the institution, vaccinations, and medications. Receives and delivers parts, provides security for confinement of inmate crew(s) assigned to farm operation. Serves on institutional committees. Assists supervisor as needed. Prepares vegetable gardens and harvest for use by Roederer Correctional Complex, Luther Lockett Correctional Complex, Kentucky State Reformatory, and Kentucky Correctional Institution for Women. Maintains a preventative Maintenance schedule for all farm equipment including trucks. Maintains proper cleaning and storage of tractors and equipment. Completes work progress reports and completes general farm maintenance and repairs.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

May be exposed to risk of injury associated with working with animals and with farm machinery and tools which requires the following of safety procedures. Work is performed in all types of weather conditions.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.