



Female Work Crew Supervisor

Department: Pre-Release Center

Revised: July 14, 2025

DESCRIPTION

Supervises work in directing the work of minimum-security female prison inmate workers engaged in manual work. This is maintenance work at the full performance level. Work involves supervision of and participation in a variety of tasks to maintain and repair buildings and grounds, such as painting, light carpentry, ground maintenance and landscaping. This position works under the direct supervision of the Work Crew Foreman Supervisor.

SPECIFIC DUTIES

- Prepares material lists, costs out projects and safety assessment. Submits through supervisor for approval and purchase order.
- Plans routine repair, custodial, maintenance, and other projects in a variety of locations.
- Works closely with the Work Crew Foreman Supervisor & PRC Manager.
- Maintains monthly tool inventory.
- Coordinates and schedules crews for various jobs.
- Fully responsible for performing work to the satisfaction of the agency owners. May coordinate material delivery to sites and makes available necessary tools.
- Completes various reports to include: disciplinary reports, special incident reports, extraordinary occurrences and interviewing.
- Instructs inmate workers on all safety issues and tools.
- Responsible for tools, materials and other property.
- Responsible for crew discipline and behavior.
- Ability to drive a 12-passenger van and operate a plow truck.
- Completes daily site tour to observe any litter collection needs.
- Attends monthly staff trainings provided by facility.
- Assists in supervision in female unit as needed.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Individual is fully responsible for inmates on worksite, transporting them back and forth from the Pre-Release Center.

WORKING CONDITIONS

Individual works outside in all types of weather conditions. Individual works in certain areas requiring safety precautions. There is slight potential for danger, due to working with minimum security prisoners.

JOB REQUIREMENTS

- Fully qualified requirements include high school diploma and one (1) year related experience.
- Ability to supervise operation of lawnmowers, snow blowers, leaf vacuums, small hand and power tools.
- Possession of valid PA driver's license.
- Ability to supervise individuals engaged in routine maintenance repair, construction, labor and custodial work.
- Knowledge and ability to utilize computer programs such as: Microsoft Word, Excel, Outlook and the internet.
- Knowledge of all aspects of building trades, utilities and construction.
- Must attend and successfully complete the Department of Corrections Training Academy in Elizabethtown, PA (Staff who attend the PADO Training academy are required to reimburse Lycoming County for the cost of the PADO Academy if they leave Lycoming County employment before completing 24 months of continuous employment).
- Must submit to and pass a pre-employment drug screening and background check per County policy.
- May be required to work overtime.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

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