



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **BOOT CAMP CAPTAIN**  
Grade: 13

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

The Boot Camp Captain is responsible for the direction, coordination, implementation, control and completion of special projects, while remaining aligned with strategy, commitments and goals of the Boot Camp Facility. He/She will work directly with the Facility Administrator/designee to ensure deliverables fall within the applicable scope and budget. The Boot Camp Captain is directly accountable to the Boot Camp Facility Commander.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

### **EXAMPLES OF WORK PERFORMED**

Oversees strategic plan, monitoring and adapting as needed

Creates project plans

Coordinate internal resources and third parties/vendors for the execution of projects

Ensure that all projects are delivered on-time, within scope and budget

Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility

Ensure resource availability and allocation

Develop a detailed project plan to monitor and track progress

Manage changes to the project scope, project schedule and project costs using appropriate verification techniques

Measure project performance using appropriate tools and techniques

Perform risk management to minimize project risks

Create and maintain comprehensive project documentation

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Meet with Facility Administration to clarify specific requirements of each project

Proficient in basic lifesaving methodology in order to effectively render medical assistance to residents on an as needed basis

Ability to participate in training/certification in non-violent physical restraint technique as approved by the Department/Texas Juvenile Justice Department

Ability to restrain youths

Maintains procedures for accomplishing administrative requirements directed by the Judge Mario E. Ramirez, Jr. Juvenile Justice Center Boot Camp Facility's Administration

Sets the example regarding personal appearance, to include the wearing of prescribed uniforms and civilian clothing, for cadets/residents

Is able to effectively communicate and interact with supervisors, members of the general public, and other groups involved in the operation of the Judge Mario E. Ramirez, Jr. Juvenile Justice Center/ Boot Camp Facility

Requires the ability to read a variety of informational documentation, directions, instructions/methods/procedures related to the Judge Mario E. Ramirez, Jr. Juvenile Justice Center's Boot Camp Facility

Requires the ability to write reports with the proper format, punctuation, spelling and grammar

Is able to assemble information and make written reports and documents in a concise, clear and effective manner

Has good organizational, management, interpersonal, and technical skills

Is able to use independent judgment and discretion including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems

Work in harmony with all staff of the Judge Mario E. Ramirez, Jr. Juvenile Justice Center - Boot Camp Facility

Perform any and all other duties as assigned by the Facility Administrator or his/her designee

## **EDUCATION AND EXPERIENCE**

Minimum Requirement:

High School Diploma or General Equivalency Degree

Proven Leadership Skills

Seven (7) years progressive management experience

Must successfully complete oral interview

Preferred Bachelor degree in Project Management or a related field conferred by a college or university accredited by an accrediting organization recognized by the Texas Higher Education Coordination Board

Demonstrated ability in project development and completion

Basic skill in using a computer

## **CERTIFICATES, LICENSES AND REGISTRATION**

Mandatory - Complete background investigation to meet Juvenile Supervision Officer certification/recertification standards of the Texas Juvenile Justice Department

Applicant must have a current valid Texas motor vehicle operator's license

Must be able to be insured by county insurance carrier

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others

- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations