

# Job description

## JOB OVERVIEW

JOB TITLE	Inmate Supervisor
DEPARTMENT	Road and Bridge
LOCATION	Hwy 20 Bristol, Florida
REPORTS TO	JT Hathaway and Dwayne Williams

## GENERAL JOB DESCRIPTION

The primary function of an Inmate Supervisor position will be to supervise Department of Corrections inmates in the performance of roadway maintenance activities.

## DUTIES & RESPONSIBILITIES

### **SUMMARY:**

Under general supervision of the Road Department Superintendent performs limited supervisory and manual labor work for the Road Department. This position requires supervising and assisting an inmate work squad in obtaining and disposing of refuse and debris from County roadways and mowing, weed eating and landscape maintenance. Must be able to safely operate a county van with trailer attached. Employee is also responsible for performing other unskilled labor tasks as requested by the Supervisor. Will assist in preparation and aftermath of major emergencies such as hurricanes or other natural disasters.

- Directs an assigned prison inmate work crew to engaged in duty for the upkeep of the public parks, grounds, buildings, athletic fields and related facilities
- Responsible for cleaning and routine preventive maintenance of all lawn mowers, weed eaters and any other equipment used for this position.
- Will be responsible for ensuring all safety guidelines are followed and that the inmates are using their safety glasses, vest, and gloves at all times.
- Successfully complete training to supervise inmates as directed by DOC.
- Must maintain contact with DOC and do the required 30-minute call-ins.
- Any accident or injury to any inmates MUST be reported immediately. Attendance as scheduled at assigned place of duty.
- Performs other related work as required.
- Ability to work with the public in a courteous manner.

***This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.***

## REQUIRED EDUCATION & TRAINING/ LICENSE

- High School Diploma or GED required
- Valid Driver's License, Class "B" CDL preferred
- Must pass a background check through the Department of Corrections and satisfactorily complete Department of Corrections class for inmate supervisors; Newly hired employees shall obtain such certification within 90 days of hiring.
- Must be able to communicate in and comprehend the English language
- Must have transportation to and from office
- Be able to lift fifty to sixty pounds (50 - 60lbs.)
- Pass Pre-employment physical, background and drug testing
- Be able to comply with County Drug and Alcohol Policy

- Be available for emergency call-outs
- Highway maintenance or construction skills are preferred

***THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. AN EMPLOYEE IN THIS POSITION IS SUBJECT TO THE MANDATORY DEPARTMENT OF TRANSPORTATION DRUG TESTING PROGRAM WHICH INVOLVES RANDOM DRUG TESTING.***

#### SKILLS & ABILITIES

- Some knowledge of tools and equipment used in general maintenance work.
- Knowledge of occupational hazards and safety precautions applicable to laboring work.
- Ability to learn the operation of light truck, tractors, and small automotive equipment.
- Ability to understand and follow simple instructions.
- Squatting, twisting, bending, and kneeling while using tools and performing maintenance tasks.
- The work requires some physical exertion, such as long periods of standing; walking over rough, uneven or rocky surfaces; recurring bending, crouching stooping, stretching reaching or similar activities; or recurring lifting of moderately heavy items up to 50 pounds. The work may require specific, but common, physical characteristic and abilities, such as above average agility or dexterity.
- Requires grasping by applying pressure to an object with the fingers and palm.
- Requires repetitive motion of the wrists, hands and/or fingers.
- Required to operate a motor vehicle to perform essential job functions.
- The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
- Physical strength and ability to perform manual labor outdoors under extreme weather conditions.
- Must be able to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to follow directions and complete work assignments with little or no supervision.
- Must be able to control up to 14 inmates and ensure work is being completed as assigned.

#### **WORK CONDITIONS AND PHYSICAL REQUIREMENTS:**

Work requires occasional physical exertion and/or muscular strain. Work involves exposure to extreme heat and cold, noise, strong odors, smoke, dust, pollen, and possible toxic or caustic conditions. Must be able to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this position include close vision, distant vision, color vision, peripheral vision, depth perception and the ability to adjust focus. This position requires on-call 24/7 during any county disaster or emergency

#### **INTERPERSONAL COMMUNICATION:**

Requires the ability to speak and/ or signal people to convey or exchange information. Includes receiving instructions, assignments, or directions from supervisors and following through the instructions to completion.

#### **INTERPERSONAL TEMPERAMENT:**

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress, and when confronted with persons acting under stress, the general public, residents, and inmates.

#### WORKING CONDITIONS

##### WORK ENVIRONMENT

The worker is subject to inside and outside environmental conditions. Tasks may risk exposure to extreme temperatures, humidity, etc. While performing the duties of this job, the employee frequently works near moving mechanical parts; in high precarious places; and in outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

##### HOURS / SHIFTS

40 hour workweek. 10 hour days, 4 days a week

<b>BENEFITS</b>	A comprehensive benefits package that includes health, dental, vision, retirement, paid leave etc.
<b>COMPENSATION</b>	Starting at \$26,332.80 annually
<b>EMPLOYEE SIGNATURE</b>	