

CITY OF BROOKSVILLE

JOB DESCRIPTION

CLASSIFICATION: Inmate Guard Supervisor	STATUS: Hourly
DEPARTMENT: DPW/Facilities	PAY GRADE: 583

POSITION SUMMARY: Responsible working supervisory position assisting in and directing the activities of inmates typically performing manual and semi-skilled labor. Operate light equipment, autos, tractors, pick-up, and related equipment, and performs a variety of tasks in connection with the use of such equipment in the construction, repair and maintenance of City property, facilities, and street right-of-ways and medians. Work is reviewed in progress under general supervision and upon completion. May be called out in emergencies, scheduled to work nights, weekends and/or holidays. Position is supervised by the Facilities Supervisor.

ESSENTIAL JOB FUNCTIONS:

- Transports inmates to and from road work sites and institution.
- Guards and supervises road crew trustees engaged in the maintenance of City roads (i.e. cutting or trimming trees, mowing grass, , etc.); instructs trustees in the proper use of equipment and hand tools such as chain saws, and ensures that inmates properly perform the work assigned.
- Ensures that inmates are provided proper safety equipment and supplies such as gloves, safety glasses, winter clothes, etc.
- Ensures inmates are fed and needs are addressed.
- Performs first aid for inmates for such things as cuts and bruises sustained while working.
- Supervises inmates and participates in performing preventive maintenance on assigned tools and equipment.
- Keeps time and material records. Writes narrative reports for operations, incident reports, special observation reports, etc.
- Uses hand and power tools and operates small equipment. Drives both manual and automatic transmission vehicles, most times with an equipment trailer attached.
- Uses small equipment and tools to perform facility and grounds maintenance jobs, including mowing, weed-eating, trimming, landscaping, or other similar duties.
- Works safely, diligently and responsibly at completing assigned duties. Protect City property and equipment from loss or damage.
- Attends and participates in required training or meetings.

JOB STANDARDS:

Education & Experience: Any combination of equivalent to education and experience described below that provided knowledge, abilities, and skills to perform the essential job functions would be qualifying.

Education: High School diploma or GED. Prefer specialized courses or training in Law Enforcement and/or Department of Corrections.

Experience: Two (2) or more years experience in facilities, grounds, and/or road/highway maintenance work. Prefer Law Enforcement and/or Correctional experience.

Licensed Certification or Registration: Valid Florida Commercial Class "B" Driver's License and be insurable by the City's insurance carrier. Non- Department of Corrections Personnel Supervising Offenders Certification or obtain within 30 days of appointment.

CRITICAL SKILLS, ABILITIES & EXPERTISE:

Physical Requirements: Standing, squatting, use of arms, hands, legs, fingers, walking, good eyesight (with corrective device), hearing (with corrective device), stretching/reaching, climbing, carrying and lifting (greater than 30 lbs.), bending at waist, turning, balancing, pushing, pulling, and kneeling are constant. Sitting, use of depth perception, talking, handling, grasping, and driving are frequent. Light (up to 20 lbs.) lifting is frequent.

Other: Applicants will be subject to criminal and motor vehicle records checks. Adverse background data may be grounds for immediate disqualification. All information obtained in this process will remain confidential to the extent required by law. Any falsification of application information may result in immediate disqualification from further employment consideration. Falsification discovered after appointment may result in immediate termination from employment.

Equipment: Personal computer, calculator, telephone/radio, other related office equipment, basic hand tools – wrenches, screwdrivers, pitchfork, shovel other related repair/maintenance equipment and a vehicle.

Safety Equipment: Safety shoes, safety belt, and safety glasses.

Skills & Expertise: Requires knowledge of the practices and procedures utilized in facility, grounds, and right of ways. Knowledge of proper safety measures and methods, safely working and directing others and providing proper safety practices, protection, and procedures. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations. Requires some knowledge of practices and procedures involved in jail management. Requires skills in the use of detention and related equipment. Requires the ability to maintain discipline and order. Requires the ability to make decisions and take prompt and effective action in emergency situations. Requires the ability to prepare and maintain routine records and logs. Requires the ability to exercise tact, courtesy, firmness and fairness with inmates. Ability to follow directions and perform assigned duties timely and effectively while working carefully and complying with safety rules. Skill in the safely operating motor vehicle and small equipment in all types of weather conditions. Ability to project and maintain a good public image and effective working relationships, effective public relations. Interact courteously and professionally with the public, officials, supervisors, co-workers, and inmates. Willingness and ability to exercise sound judgement, and perform at an acceptable level of efficiency and productivity. Actively support the Department's and the City's goals, programs, and objectives. Willingness and ability to comply with the City's regulations and procedures. Ability to work independently without close supervision. Ability to read, comprehend, implement, and complete written and/or oral directions in English. Ability to maintain acceptable attendance record and punctuality. Ability to supervise the work of others. Ability to operate computers, printers, calculators, telephones/ two-way radio, copy machine, facsimile and other related office equipment.

EQUIPMENT UTILIZED:

Small Tools (i.e., wrenches, screwdrivers, pitchfork, shovel, etc.), Carpentry Tools (i.e., screwdrivers, skill saw, etc.), weed-eaters, light duty trucks and trailers, tractors, ATV's, push and riding mowers, gas trimmers, gas blowers, and pressure washer and other small motorized hand equipment typical for facility and grounds maintenance.

ENVIRONMENTAL FACTORS:

Job Location: Primary location is within the City of Brooksville facilities, grounds and right-of-ways.

Work Environment: Constantly outdoors and frequently inside a vehicle and indoors. Work alone and with others is constant. Work in heat, cold, dust, or wet conditions are constant. Extreme noise in confined space is frequent.

NON-ESSENTIAL/SECONDARY FUNCTIONS:

- Performs other reasonably related duties assigned by Supervisor.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Employee Signature

Date

Supervisor Signature

Date

<u>HR INFORMATION</u>	REVISION DATE: October 21, 2019
FLSA STATUS:	EEO CATEGORY: 4 W/C CODE:
PAY GRADE: 583	SALARY RANGE: \$13.59 - \$20.93