



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Inmate Crew Lead
DEPARTMENT: Parks and Recreation
DIVISION:
SUPERVISED BY: Department Director or designee

JOB SUMMARY/OVERVIEW OF THE POSITION: The Inmate Crew Lead is responsible for supervising inmates assigned to landscaping, groundskeeping, and maintenance activities for City facilities, parks, and public spaces. This position ensures the safety, security, control, and welfare of inmates while overseeing their work, maintaining compliance with Department of Corrections (DOC) requirements, and supporting the overall upkeep of City properties. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Supervise, monitor, perform and observe inmates in duties of landscaping, groundskeeping, and maintenance activities.
- Enforce facility rules and regulations to ensure security and compliance.
- Train inmates in safe and proper use of tools, equipment, and maintenance practices.
- Oversee inmate participation in special projects such as tree planting, land preparation, and facility improvements.
- Maintain assigned vehicles and equipment; conduct regular inspections and minor repairs.
- Complete DOC time reports, maintain equipment inventories, prepare project plans, and submit required reports.
- Safely operate passenger vans, light and heavy trucks, and related equipment.
- Maintain compliance with applicable environmental regulations and departmental safety procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of landscaping, grounds maintenance, and horticultural practices.
- Knowledge of operating compacting equipment, loaders, and related machinery.
- Skill in safe operation, use, and maintenance of mechanical equipment and hand tools.
- Ability to supervise and motivate inmates effectively while maintaining control and security.
- Ability to follow safety rules, detailed instructions, and established procedures.
- Ability to accurately record data, complete reports, and maintain required records.
- Strong interpersonal and communication skills, with the ability to establish effective working relationships.
- Ability to plan, organize, and coordinate work assignments efficiently.
- Ability to assess inmate performance and provide constructive feedback.

PHYSICAL SKILLS: Use of both arms, legs, and hands with majority of fingers, good vision (with corrective device), good hearing (with corrective device), ability to lift and load 75lbs, walking, standing, crawling, squatting, kneeling, bending, pushing, balancing, climbing, and stooping.

EDUCATION, TRAINING AND EXPERIENCE:

- High School Diploma or GED equivalency issued by a State Board of Education.
- At least one (1) year of supervisory experience required.
- Two (2) years of grounds maintenance or related experience preferred.

LICENSES & CERTIFICATIONS

- Valid Florida Driver’s License with an acceptable driving record, insurable by the City’s insurance carrier.
- Successful background check through the Florida Department of Corrections.
- Completion of the DOC certification course for inmate supervisors within 90 days of hire (required).
- Must maintain all required DOC qualifications to supervise inmates.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

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| HR INFORMATION | REVISION DATE: 10/2025 |
| FLSA STATUS: Non-Exempt | |
| PAY GRADE: See current pay scale | |