



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Inmate Crew Lead
DEPARTMENT: Public Works
DIVISION: Streets and Drainage
SUPERVISED BY: Operations Manager or Streets Supervisor

JOB SUMMARY/OVERVIEW OF THE POSITION: The Inmate Crew Lead is responsible for supervising and directing inmates assigned to landscaping, grounds, and street maintenance activities within the City of Brooksville. This position ensures the safety, security, control, and welfare of inmates while maintaining compliance with all Department of Corrections (DOC) requirements. Work involves hands-on leadership, training, and oversight of daily projects, equipment use, and worksite safety. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Supervises, observes, performs and monitors inmate's activities in the maintenance of city streets, parks, and facilities.
- Enforces all facility rules, regulations, and safety standards.
- Operate lawnmower, edger, etc. in relation to landscape and property maintenance.
- Trains inmates and performs in the safe use, care, and operation of tools, equipment, and landscaping/maintenance techniques.
- Oversees inmate participation in special projects such as tree planting, land preparation, and restoration work.
- Maintains assigned vehicles and equipment, ensuring safe operation and timely repairs.
- Prepares and maintains DOC time reports, equipment inventories, project plans, and other required documentation.
- Operates vehicles and equipment; completes inspections, gas usage reports, and associated records.
- Operates vehicles such as passenger vans, light trucks, and heavy-duty trucks.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of landscaping, groundskeeping, and horticultural practices.
- Knowledge of operating compacting equipment, loaders, and other mechanical equipment.
- Familiarity with (or ability to learn) Post Environmental regulations to ensure compliance.
- Skill in the safe use, operation, and maintenance of machinery and hand tools.
- Ability to effectively supervise, train, and motivate inmate workers.
- Ability to follow detailed instructions and enforce rules consistently.
- Strong attention to detail with accurate recordkeeping skills.
- Ability to assess and evaluate inmate work performance.
- Ability to plan, organize, and coordinate multiple work assignments.
- Strong interpersonal and communication skills to foster effective working relationships.

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 required.
- At least **one (1) year of supervisory experience** required.
- Two (2) years of experience in grounds maintenance or a related field preferred.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS:

- Valid Florida Driver's License; must be insurable under the City's current insurance carrier.
- Must successfully pass a Department of Corrections background check.
- Must complete DOC certification for inmate supervisors and maintain eligibility to supervise inmates.
- Certification required within 90 days of hire.

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.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Non-Exempt

PAY GRADE: See current pay scale