



JACKSON COUNTY JOB DESCRIPTION

STATE INMATE WORK CREW SUPERVISOR

DEPARTMENT: ROAD AND BRIDGE

GENERAL DESCRIPTION

Under general supervision, performs specialized skilled and supervisory work in directing the repair of county dirt and paved roads. Work involves supervising a crew of inmates in performing general construction labor and operating heavy equipment in an effort to repair county roads. Employee is also responsible for planning daily tasks, performing manual labor, operating heavy equipment, preparing and maintaining vehicles and equipment, and maintaining an inventory of tools and supplies. Employee documents the daily activities of the crew. Employee will uphold any and all rules set forth by the Department of Corrections in picking up, working and returning inmates. Reports to a District Supervisor.

ESSENTIAL JOB FUNCTIONS

1. Receives daily instructions from District Supervisor and assigns, directs and supervises activities of crew members, ensuring adherence to established policies, procedures and standards; assists and advises inmates as necessary, resolving problems as non-routine situations arise.
2. Participates in the activities of inmates, which may include obtaining and spreading asphalt, filling pot holes, repairing uneven surfaces, sandbagging, tree trimming, cutting back right-of-way, using chipper, pipe cleaning and all other job related duties.
3. Prepares vehicles, equipment, tools and supplies each day; performs routine maintenance on vehicles and equipment as needed, maintains an inventory of tools and supplies; orders new supplies.
4. Prepares daily activity logs, documenting the work performed by the crew; prepares monthly performance appraisals for crew members.
5. Supervises a group of inmates daily. May supervise the pick up and return of inmates each day.
6. Performs other related work as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

Education and Experience:

Must be a high school graduate or its equivalent, and 3 to 5 years experience in road construction or repair, including the operation of heavy motorized equipment; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Must have a valid Florida Class B CDL prior to employment.

Knowledge, Abilities, and Skills:

Knowledge of the general principles of construction.
Knowledge of the operation of motorized equipment used in the construction and repair of roads.
Knowledge of the road construction and repair process.
Knowledge of the occupational hazards and the proper safety precautions involved in operating heavy motorized equipment. Must be Dept. of Corrections certified to work State Inmates.
Knowledge of the principles of supervision, organization and administration.
Skill in the use and operation of various motorized heavy equipment.
Ability to assign, direct, supervise and assist unskilled to semi-skilled workers.
Ability to perform minor maintenance on heavy motorized equipment.
Ability to communicate effectively using oral instructions.
Ability to maintain simple logs and reports.
Ability to establish and maintain effective working relationships as necessitated by work assignments.
Knowledge and capability of using a two-way radio for communication.

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including trucks, bulldozers, compactors, front-end loaders, mixers, backhoes, shovels rakes, saws, etc. Must be able to exert up to 100 pounds of force frequently, and/or up to 50 pounds of force occasionally, and/or up to 25 pounds of force constantly to move objects. Physical demand requirements are consistent with those for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to assistants or subordinates.

Language Ability: Requires the ability to read a variety of work orders. Requires the ability to prepare simple logs, work sheets, and evaluations. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English, and using mechanical and engineering terminology.

Numeric Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract, utilize decimals and percentages; and to interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination:

Requires the ability to coordinate hands and eyes rapidly and accurately in using heavy motorized equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as heavy motorized equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

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.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

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.

I have read and accept the terms and conditions of this job description.

Signature

dated