



UNION COUNTY BOARD OF COUNTY COMMISSIONERS PARKS AND RECREATIONAL FACILITY MAINTENANCE/ INMATE SUPERVISOR I POSITION DESCRIPTION

MAJOR FUNCTIONS:

Under general supervision of the Board of County Commissioners Office, performs limited supervisory and semi-skilled manual labor work for the Parks and Recreational Facilities. This position requires supervising and assisting an inmate work squad in cleaning and removing debris and waste from parks, maintaining ball-field diamonds and other playing fields, planting shrubbery, mowing and edging lawns, trimming trees and shrubbery, and caring for playground equipment and other recreational facilities. Must be able to safely operate a County vehicle with trailer attached. This position must also be able to operate and maintain light/heavy equipment and perform maintenance on buildings and facilities. Employee is also responsible for performing other semi-skilled labor tasks as requested by Supervisor which may include carpentry, painting, electrical, plumbing, etc. Work assignments are received verbally, by general work order, in writing or in detail as work progresses. Work is reviewed and evaluated through observation of the quantity and quality of results attained.

DUTIES AND RESPONSIBILITIES:

ESSENTIAL JOB DUTIES: Planting, mowing, watering, and trimming lawns in unincorporated County parks and recreational grounds, plants trees and shrubbery; removes dead trees. Operates and maintains County vehicles and mowing equipment assigned to the position to ensure that areas are clean, grounds properly mowed and trimmed. Prepares ball fields for play; trimming and edging diamonds, observes sprinklers and watering of playing fields; hauls and spreads clay and/or dirt to maintain infield; maintains any and all sanitary facilities. Ensures that other recreational facilities, such as playgrounds, are in safe playable condition at all times. Restoration and repair of sod, trees, shrubbery, mulch, etc., and participates in performing semi-skilled and unskilled manual tasks.

ADDITIONAL JOB DUTIES: Digging and refilling ditches. May operate other construction tools and equipment that may be required. Must attend safety meetings and trainings as required. Performs other related work as required. Performing other semi-skilled labor tasks as requested which may include carpentry, painting, electrical, plumbing, pressure cleaning, etc. Ability to work with the general public in a courteous manner.

INMATE SUPERVISORY JOB FUNCTIONS: 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. Must follow all rules and regulations set forth by FDOC in the attached guidelines for Non-DOC Inmate Supervisors at all times.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have knowledge of methods, materials, and practices used in landscaping, grounds maintenance, and ballfields. Must be knowledgeable in the operation, use, and care of vehicles and equipment assigned to the position and be capable of operating and maintaining said equipment. Must be knowledgeable about the occupational hazards of the types of work performed and of necessary

precautions to be followed, including the safety procedures in the use of tools and equipment. Must be able to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence. Ability to follow and understand oral and written directions and complete work assignments with little on-site supervision. Establish and maintain effective working relationships with other employees and the public. Must be able to control up to 7 inmates and ensure work is being completed as assigned to successfully complete one initial 40-hour training class to supervise inmates and renew that certification annually.

WORK CONDITIONS AND PHYSICAL REQUIREMENTS:

Work requires occasional physical exertion and/or muscular strain. Work is performed in outdoor environments and involves exposure to extreme heat and cold, humidity, inclement weather conditions, noise, strong odors, smoke, dust, pollen, and possible toxic or caustic conditions. Must be able to regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Tasks involve the intermittent performance of moderately physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, climbing, or crouching. 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. Must be able to express ideas accurately, clearly, and effectively.

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. Must be able to establish and maintain effective working relationships with other employees and the public.

MINIMUM QUALIFICATIONS:

Preferably possess high school diploma or GED. Must have a valid Florida Driver's License. A combination of experience, training, and education which provide the required knowledge, skills and abilities. Must pass pre-employment drug screen, physical, and DOC background check. Experience or background in grounds maintenance, care of parks and/or landscaping, and carpentry are preferred.

UNION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND GIVES VETERANS PREFERENCE

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.



FDC RULES AND KEY ISSUES FOR NON-DEPARTMENT SUPERVISORS

Conduct of Non-DC Supervisors (as addressed in Chapter 33-208.001 (5) F.A.C.): all rules, procedures and policy statements governing conduct of FDC employees apply to Non-Department Supervisors approved to supervise inmates, violation of which may result in a decision to suspend or terminate the Non-Department Supervisor's authorization to supervise inmates.

Below are rules and key issues that all Non-Department Supervisors are to be familiar with, support and comply with. Following these rules and ensuring inmates assigned under your supervision comply with the rules governing their conduct and behavior will assist you in being a successful supervisor of inmates.

1. Supervisors shall keep inmates under supervision (sight and sound) at all times, conduct frequent counts, and shall ensure all inmates are present and accounted for at all times. Sight and Sound supervision does not mean the supervisor must keep the inmate under visual observation one hundred percent of the time, but it does mean the supervisor member must be able to see and be able to verbally communicate with the inmate.
2. Inmate's Assigned Under the Supervision of Non-Departmental Supervisors are required to comply with all rules of the Department.
3. An inmate is not allowed in any business or private building (house), or private vehicle at any time unless assigned to work there. Supervisors shall not allow inmates in stores to make purchases nor shall supervisors make purchases for inmates.
4. Do not buy, sell, or give anything to an inmate or give an inmate anything from someone else. Do not receive, take, or sell anything for an inmate. Do not cash bills or make change for an inmate. Do not lend money to or borrow money from an inmate. Except for tools, equipment, materials and supplies issued the inmate that are returned to you or contraband the inmate finds

and turns over to you, do not accept any item(s) the inmate may want to give you.

5. Supervisors shall not allow an inmate to receive any visits, make telephone calls, or mail anything, possess money orders, nor carry on conversations with civilians while away from the institution.
6. Remember "Safety at all Times". Orientate each inmate in the use of equipment regardless of the inmate's claim of having had prior experience in the use of gasoline or electrically powered equipment before allowing him/her to use it. Utilize DC2-569 fom1, Inmate Safety Training, to document that the inmates have had the training. This report should be kept on file at the contract work site as well as the institution. No supervisor shall allow an inmate to abuse or destroy property or equipment (personal, state owned or outside entity owned) or borrow property belonging to another.
7. No supervisor shall allow an inmate to stand up in a vehicle while the vehicle is in motion. The supervisor shall not operate vehicles or equipment in an unsafe or reckless manner. Seatbelts as provided shall be used at all times when the vehicle is in motion.
8. If your crew has both community and minimum custody inmates assigned, then all inmates will be treated as minimum custody.
9. If an inmate declares a medical emergency or has a minor injury, contact the Department of Corrections. If the injury is life threatening, you will need to call for medical aid (ambulance) at the same time, advising the institution/facility accordingly. Remember, in all instances, use "Good Judgment".
10. If you think you are missing an inmate, do not send another inmate to look for him. Cease work and gather all inmates on your squad in one location and without leaving the remaining inmates unattended determine whether the missing inmate can be located. If you are unable to locate the missing inmate, do not leave the remaining inmates alone. Notify your institution contact person immediately and notify your supervisor.

11. **ESCAPES:** An inmate is lawfully incarcerated while working outside the institution; the limits of confinement have simply been extended. However, being in an unauthorized area, or unauthorized absence from his/her squad or assignment constitutes an escape. An inmate shall not depart the place where he is assigned to work, except with the specific authorization of his/her immediate supervisor. **Escape is a second-degree felony in violation of s.944.40 F.S. and is punishable by a sentence of up to fifteen (15) years in prison running consecutive to any sentence presently being served.** At any given time in the course of supervising inmates, an escape may occur. In addition to information in item 10 above, should you experience an escape (or missing inmate) the below procedures are to be followed.

- a) If an inmate escapes, cease work and gather all of your remaining inmates in one location; do not leave them alone. Notify your institution contact person immediately and notify your supervisor.
- b) Give a verbal command to "Stop"; however, do not try to physically stop the inmate.
- c) Note the direction in which the escapee was headed if known, or last known location.
- d) If a vehicle is used in an escape, note color, make/model, and tag number, description and number of occupants and any other pertinent information.
- e) Immediately contact your supervisor and DC contact person and report the situation. If for some reason you cannot reach the institution/facility, contact 911 and then resume your efforts to reach the Department.
- f) Secure the area. This means gaining control of the situation and securing all inmates under your supervision and stay with your squad.
- g) Avoid contaminating the area (i.e., walking around wooded areas, lots, and possibly disturbing tracks which may be able to be picked up by the K9 team).

- h) If it becomes necessary to leave the area prior to the arrival of correctional Supervisors, mark the area.
 - i) Record events accurately in writing as soon as possible.
- 12. **REPORT WRITING** Outlined below is a simple guide on the information usually needed.
 - a) **WHO** – inmate and/or person(s) involved
 - b) **WHAT** – what took place/what did you do?
 - c) **WHEN** – date and time.
 - d) **WHERE** – location of events or situation.
 - e) **HOW** – how did the incident take place?
- 13. Supervisors shall remain alert and observant of any unusual occurrence. Any unusual occurrence, incident, emergency or disciplinary situation shall be immediately reported to the correctional institution/facility contact person and your supervisor. If your supervisor is contacted first, the institution/facility contact person must still be notified. Initial reporting of an unusual incident is verbal. Required paperwork should be completed by the end of that workday. Disciplinary Reports, Incident Reports, and Reports of Injury are examples of reports that must be written and turned in the date of occurrence to your facility contact person. Questions concerning whether an incident requires documenting should be discussed with your immediate supervisor and if further review is necessary obtain assistance from your facility contact person.
- 14. Supervisors should check areas where the squad is scheduled to work in advance for contraband or public activities to reduce potential problems. If checking the area to be worked cannot be done in advance, then the supervisor should be alert and observant to the behavior of inmates on the squad, particularly those who may fall behind the squad or those who attempt to work their way out in front of the squad, as these inmates may have plans to pick up contraband or to participate in some other illegal behavior.
- 15. Supervisors shall not allow inmates to pick up or obtain contraband and/or introduce contraband on state property. Such action is punishable under **s.944.47 F.S.**, Introduction, removal, or possession of certain articles unlawful; penalty.

Contraband is defined as any item(s) not issued or approved by the institution/facility or job supervisor.

You as the job supervisor may not give or provide an item(s) to an inmate that is not work related without authorization from the Department.

NOTE: Any item of contraband found by an Inmate during the course of the workday is contraband and shall be immediately turned over to the job supervisor.

16. Supervisors shall not allow inmates to eat lunch where civilians are present (e.g., state or county parks, rest stops, etc.). If civilians arrive during breaks or lunch, the squad shall move to another location away from civilians.
17. Supervisors shall not be disrespectful, harass, curse, or physically abuse an inmate. A supervisor shall not show favoritism between inmates, fraternize with inmates, or play one inmate against another.
18. Supervisors shall not allow inmates to be disrespectful or threaten them or other civilians, commit obscene acts, steal, talk back, argue, make "slurred" remarks, or horseplay, etc. Inmates are to address supervisors appropriately as "Mr." or "Sir" or "Ms." or "Ma'am" and shall answer "Yes Sir" or "No Sir", or "Yes Ma'am" or "No Ma'am" when addressed.
19. Supervisors shall manage inmates in such a manner as to induce good work habits, command the respect of inmates, and cause each inmate to complete the same amount of work. Evaluation reports, regarding inmate performance, will be completed based on the individual inmate's work, productivity, and related factors for the period of evaluation.
20. Each inmate is expected to be dressed properly at all times in clothing (shirt, pants, underwear, socks and shoes) that is issued to the inmate by the Department. No other clothing shall be given to the inmate, except that you will issue required safety items such as hard hats, transparent raincoats, safety vests and other specialized clothing required for work. Inmates are to wear these items correctly as required by the work. Inmates shall not be allowed to retain these items and are required to return them to you daily. Inmates shall not be allowed to work without their blue uniform shirt on.
21. Supervisors shall provide two 15-minute breaks a day for inmates: at mid-morning and at mid-afternoon. Lunch shall be one-half hour, normally

beginning at 12:00 Noon and lasting at least thirty - (30) minutes. Breaks shall be substituted for periods needed to wait out storms, etc. during inclement weather or travel time from one job site to another.

22. Supervisors shall keep an up-to-date tool inventory of their assigned squad and vehicle and not allow inmates to have access to this record. Tools/equipment issued and used daily are to be accounted for daily. A formal review accounting for all tools, equipment, materials and supplies should be completed weekly. Supervisors should search their vehicles daily to help prevent the flow of contraband. Missing tools that cannot be accounted for and contraband found is to be reported to the institution/facility contact person and the employee's supervisor daily.
23. Supervisors shall check out inmates at the institution/facility at the agreed upon time, receiving gate checkout cards for each inmate assigned. Supervisors shall return to the institution/facility at the agreed upon time with the assigned number of inmates. No supervisor shall allow an inmate to stand up in a vehicle while the vehicle is in motion. The supervisor shall not operate vehicles or equipment in an unsafe or reckless manner, nor allow an inmate to do so. The supervisor shall not allow an inmate to operate a vehicle or equipment, which requires a driver's license.
24. Squads reporting back to the institution/facility shall remain in the vehicle transporting the squad until told to disembark. Inmates are not to talk among themselves or with staff, unless it is necessary.
25. If confronted with a question or presented with a situation pertaining to the work by an inmate that cannot be immediately responded to, advise the inmate that you will look into the situation. Once information is obtained, respond to the inmate as appropriate. If the inmate raises an issue pertaining to his/her incarceration or the institution/facility, refer the inmate to the staff at the institution/facility. Do not discuss your personal life or the personal life of other staff members with inmates.
26. An inmate working traffic control as a flag person on roadway jobs shall be instructed in the proper way to conduct the flagging activity, wear equipment {e.g., safety vest), as well as the proper way to use all flagging tools. Inmates working within fifteen feet of a roadway or intersection are required to wear

safety vests except while operating chainsaws, feeding wood chippers or working with other equipment posing similar hazards. Safety vests must be reflectorized, when worn during nighttime operation.

27. Gambling of any kind by staff or inmates is strictly prohibited.
28. Drugs and/or alcoholic beverages are strictly prohibited. Only medicine authorized by the institution/facility Chief Health Officer is allowed in an inmate's possession. Questions arising in this area are to be referred to your institution/facility contact person.
29. Ensure all safety requirements are adhered to.

RULES FOR INMATES ASSIGNED TO COMMUNITY WORK SQUADS (DOT, Public Works, Contracted and Interagency Community Service Work Squads)

Placement on a community work squad is a position of trust and responsibility. The work experience gained will be of great benefit to you in the future. In order to assist you in your assignment, the following requirements are provided for your information. You will be responsible for compliance.

1. Inmates will perform all work to which s/he is assigned in a satisfactory and acceptable manner.
2. Inmates will obey all rules and regulations of the Department and the institution/facility while working on a Community Work Squad.
3. Inmates are lawfully incarcerated while working outside the institution. The limits of confinement have merely been extended. Being in an unauthorized area, or unauthorized absence from your squad/assignment constitutes an escape. An inmate shall not depart the place where he is assigned to work, except with the specific authorization of his immediate supervisor. Escape is a second-degree felony in violation of s.944.40 F.S. and is punishable by a sentence of up to fifteen (15) years in prison running consecutive to any sentence presently being served.
4. Inmates working outside of the institution shall restrict their verbal communication to Department staff, job supervisor and other inmates only. An inmate may make a brief and polite response when a conversation is initiated by any person other than an inmate, Departmental employee or job supervisor. Waving to, gesturing to, or calling out at passing persons or vehicles is strictly prohibited.
5. Inmates will not give, sell, transmit, or otherwise transfer, nor attempt to give, sell, transmit, or otherwise transfer any article or anything to another person while working outside the institution. Inmate will not receive, possess or take ownership, nor attempt to receive, possess or take ownership of any article or anything.
6. An inmate who introduces or attempts to introduce, or to take from the institution or institutional grounds, any item of contraband shall be in violation of **s.944.47 F.S.**, Introduction, removal, or possession of certain articles unlawful; penalty. Such violation is a second (2nd) or third (3rd) degree felony dependent on the circumstances.

NOTE: Any item found by an inmate during the course of the workday is contraband

and shall be immediately turned over to the job supervisor.

7. Inmate will not possess or attempt to possess any intoxicant, narcotic, unauthorized drug, drug paraphernalia, aromatic stimulants, or depressants. Any such item found during the workday shall be turned over to the job supervisor immediately.
8. Inmate will obey the orders and instructions of his work supervisor(s).
9. An inmate will not verbally assault, threaten, or disrespect any work supervisor or free person, nor shall an inmate physically assault or threaten any work supervisor or free person.
10. An inmate will not enter any place of business nor enter onto the premises or area of same without the authorization of the supervisor. An inmate will not solicit, request, or ask any person to enter a place of business or go onto the premises of the business for any purpose or reason while working outside the institution.
11. An inmate will not make nor attempt to make any telephone calls while working outside the institution. An inmate shall not ask, request, or solicit anyone to make a telephone call in his behalf or for anyone else while working outside the institution.
12. An inmate will not mail nor attempt to mail any letter, card, or any form of correspondence while working outside the institution.
13. Inmate will ride only in authorized vehicles and shall be seated while in transit in the manner required by the vehicle. Inmates will comply with all safety requirements as directed by the supervisor.
14. Inmate will not establish or attempt to establish a personal relationship through verbal or mail communication when the relationship is established as a direct result of the inmate's assignment/participation on a Community Work Squad.
15. Inmate will be dressed properly at all times in clothing (shirt, pants, underwear, socks and shoes) that is issued to the inmate by the Department. No other clothing shall be worn by the inmate, except safety items such as hard hats, transparent raincoats, safety vest and other specialized clothing required for work. These items are to be worn correctly as required by the work.