

**UNION COUNTY ROAD DEPARTMENT
GENERAL LABORER/INMATE SUPERVISOR I
POSITION DESCRIPTION**

MAJOR FUNCTIONS:

Under general supervision of the Road Department Superintendent performs limited supervisory and manual labor work for the Road Department. This position requires supervising and assisting an inmate work squad in obtaining and disposing of refuse and debris from County roadways and mowing, weed eating and landscape maintenance. Must be able to safely operate a County van with trailer attached. Employee is also responsible for performing other unskilled labor tasks as requested by Supervisor which may include carpentry, painting, electrical, plumbing, pressure cleaning, etc. Will assist in preparation and aftermath of major emergencies such as hurricanes or other natural disasters.

DUTIES AND RESPONSIBILITIES:

Responsible for cleaning and routine preventive maintenance of all lawn mowers, weed eaters and any other equipment used for this position. 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 attend safety meetings as required. Performs other related work as required. Ability to work with the general public in a courteous manner.

KNOWLEDGE, ABILITIES, SKILLS, AND REQUIREMENTS:

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 directions and complete work assignments with little or no supervision. Must be able to control up to 14 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. Knowledge of the Union County Road system/Districts and Collection Sites is preferred.

WORK CONDITIONS AND PHYSICAL REQUIREMENTS:

Work requires occasional physical exertion and/or muscular strain. Work involves exposure to extreme heat and cold, noise, strong odors, smoke, dust, pollen, and possible toxic or caustic conditions. Must be able to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. 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.

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.

MINIMUM QUALIFICATIONS:

Must possess high school diploma or GED, 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.

UNION COUNTY IS AN EQUAL OPPORTUNITY AND ADA COMPLIANT 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.