



## **Building and Grounds Maintenance/Detail Officer**

Building and Grounds

BG/3

### **JOB SUMMARY**

This position supervises and participates in the work of an inmate detail.

### **MAJOR DUTIES/ESSENTIAL FUNCTIONS**

- Supervises and instructs assigned inmates on the work detail.
- Maintains the safety of inmates and the general public.
- Checks worksites for safety and security concerns.
- Monitors inmates to ensure safety and security.
- Directs the maintenance of parks and grounds; mows grass, applies pesticide and herbicide, collects litter and debris.
- Supervises and participates in the construction and moving of furniture.
- Performs preventive maintenance on grounds maintenance equipment.
- Cleans, inspects, and searches the detail vehicle for contraband.
- Supervises and participates in the janitorial maintenance of the courthouse.
- Pours concrete.
- Constructs tile floors.
- Installs sheetrock.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of facilities maintenance principles and practices.
- Knowledge of grounds maintenance principles.

- Knowledge of equipment maintenance and repair principles.
- Knowledge of pesticide and herbicide application guidelines.
- Skill in the supervision of inmate workers.
- Skill in the use of hand and power tools.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Building and Grounds Maintenance Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include OSHA regulations, building codes, Department of Corrections guidelines, and county and department policies and procedures. These guidelines are generally clear and specific but may require interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related supervisory and maintenance duties. The need to maintain the safety and security of inmates in a variety of situations contributes to the complexity of the position.
- The purpose of this position is to supervise and participate in the work of an inmate detail engaged in the maintenance of county buildings and grounds. Successful performance in this position contributes to the efficient and effective maintenance of county facilities.

#### CONTACTS

- Contacts are typically with coworkers, other county personnel, vendors, contractors, inmates, and the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, and provide services.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, bending, crouching walking or running. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades

of color, and utilizes the sense of smell.

- The work is typically performed indoors and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over an assigned crew of inmate workers.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain appropriate certifications from the Georgia Department of Corrections for the supervision of inmate laborers.