



Detail Officer
Public Works

PW/6
Grade 13/Non-Exempt

JOB SUMMARY

This position is responsible for supervising the work of an assigned inmate work detail.

MAJOR DUTIES

- Guards and supervises inmates involve in public works construction, maintenance, and repair activities; supervise mowing and litter control details.
- Transports inmates to and from work sites in accordance with established guidelines.
- Inspects inmate work to ensure accuracy, thoroughness, and completeness.
- Issues supplies, materials, tools, and equipment to inmates; monitor usage, storage, and quantity.
- Ensures inmates are accounted for at all times.
- Observes the conduct of inmates to prevent disturbances or escapes.
- Reports acts of misconduct to appropriate personnel in a timely manner; employs discipline or force to maintain order if needed; prepares written reports related to inmate misconduct, disturbances, or injuries.
- Ensures all inmates are present, secured, and returned to the Correctional Institute at the end of the day.
- Operates light and moderately heavy equipment and hand tools as required.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of public works construction, maintenance, and repair procedures and methods.
- Knowledge of county and department policies and procedures.
- Knowledge of county geography, including the locations of roads and rights-of-way.

- Knowledge of the operation and maintenance of a variety of heavy and light equipment.
- Knowledge of inmate rights.
- Knowledge of detention practices.
- Knowledge of work safety principles and practices.
- Skill in the use of job-related equipment.
- Skill in the use of hand and power tools.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Detail Supervisor 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 laws and regulations governing inmate labor, department guidelines, and county policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related supervisory and public works duties. Inclement weather and heavy traffic contribute to the complexity of the position.
- The purpose of this position is to supervise the work of inmate details. Successful performance contributes to safe and well-maintained county infrastructure.

CONTACTS

- Contacts are typically with coworkers, inmates, and the general public.
- Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a

high degree of dexterity, climbs ladders, distinguishes between shades of color, and utilizes the sense of smell.

- The work is performed outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, 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 supervises assigned inmates.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- 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 certification by the Georgia Department of Corrections.