

# City of DeFuniak Springs

1350 Baldwin Avenue  
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[www.defuniaksprings.net](http://www.defuniaksprings.net)

## JOB NOTICE

### INMATE SUPERVISOR – PUBLIC WORKS DEPARTMENT (TRANSPORTATION)

**Post Date: February 24, 2023**

**Close Date: Open Until Filled**

**FLSA Status:** Non-exempt

**Starting Pay Range:** 37,534.48-64,559.30 DOQ

#### **Job Summary:**

This position is responsible for overseeing the safety and security of inmates assigned to work detail involving manual work functions to maintain and construct roads and rights-of-way activities.

#### **Essential Job Functions:**

- Directs and oversees inmates on assigned work details; picks up inmates assigned to work detail; monitors activities and behavior of inmates on continual basis; conducts head counts of inmates.
- Searches work vehicles and grounds to locate contraband or weapons; reports immediately if located.
- Supervises and trains inmates performing manual tasks involving road and rights-of-way maintenance and construction and other projects and activities.
- Assigns and review work performed by inmates.
- Evaluates training needs and provides instructions to inmates.
- Monitors status of work in progress and inspects completed work performed by inmates.
- Returns inmates back to correctional facility upon completion of work detail.
- Evaluates safety and security of work area.
- Monitors work environment and use of safety equipment to ensure safety of inmates, employees, and other individuals.
- Flags and directs traffic and places markers, signs, and cones around project/work site to ensure safety of crew and traveling public and follows safety practices.
- Determines and gathers appropriate materials, tools, equipment, and machinery to complete assigned work projects and maintains completed documentation.
- Supervises and performs manual work functions including patching holes, shoveling and raking materials, mowing grass and weeds, trimming and clearing shrubbery, removing trees and tree limbs, cleaning out pipes and ditches, lifting and moving heavy materials from roadways and rights-of-way, and places signage, etc.
- Conducts pre- and post-trip inspections, checks all fluids, gauges, lighting, mirrors, tires, body damage, seats and seatbelts, cleanliness of vehicle, etc.; reports all problems or necessary repairs to appropriate personnel immediately and completes and maintains inspection, gas usage, and other associated documentation.
- Adheres to work schedule and attendance requirements.
- Adheres to all safety rules and regulations.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

#### **Required Qualification(s):**

High school diploma or GED obtained. Drive license required.

#### **Preferred/Desirable Qualification(s):**

Four (4) years progressively responsible experience in a grounds maintenance, inmate supervisor position or related field. Prior governmental experience.

#### **Special Requirement(s):**

May require additional licenses and certifications such as Class A CDL, Maintenance of Traffic (M.O.T.) Certification, and state certification for the supervisor of an inmate work squad or ability to obtain certification. CPR certified or ability to obtain certification.

*An equivalent combination of education, training and experience may be substituted for the minimum requirements.*

Applications may be obtained by visiting the City's website at [www.defuniaksprings.net](http://www.defuniaksprings.net) or City Hall, 1350 Baldwin Avenue, DeFuniak Springs, Florida 32435. For more information, please contact the human resources department at 850-892-8500.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.