



Corrections Officer
Public Works

PW/2

JOB SUMMARY

This position is responsible for maintaining the security of the public and the City of Flowery Branch by enforcing discipline and order with the inmates assigned on work crews. Further, this position guides and directs the work of assigned inmates toward the successful completion of various tasks in a safe and efficient manner.

MAJOR DUTIES

- Receives, transports, and searches assigned inmates for weapons and contraband.
- Maintains constant watch and reports any unusual circumstances or occurrences to supervisors.
- Distributes meals and medication as directed.
- Transports inmate work crews to job sites; guards inmates while they perform manual labor tasks such as cutting grass, patching roads, cleaning curbs, clearing rights-of-way, picking up trash, trimming limbs, painting, clearing ditches, moving furniture, and unloading trucks.
- Uses chipper for tree and limb clean up; uses mulch to landscape around the city.
- May be assigned to oversee construction work for the City of Flowery Branch.
- Performs other related duties as required by the City Manager or Department Head.
- Maintains daily activity log.
- Attends classes to maintain certification.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of methods, techniques, and procedures used in controlling and maintaining discipline.
- Knowledge of modern principles of penology.
- Knowledge of principles, practices, and laws governing the supervision of inmates.
- Knowledge of general office procedures and policies including filing, indexing, and records maintenance.
- Skill in dealing effectively with inmates to maintain discipline.
- Skill in annually qualifying with firearms on an approved State of Georgia firearms course of fire.

SUPERVISORY CONTROLS

The Public Works Superintendent 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 State of Georgia driving regulations, Flowery Branch Personnel Policy, and Hall County Corrections Standard Operating Procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied inmate supervision duties. Inclement weather, monitoring multiple individuals at the same time, and understanding all equipment utilized contribute to the complexity of the position.
- The purpose of this position is to supervise inmate work crews and assists with everyday maintenance of the city. Success in this position helps ensure efficient and safe operations of inmate work crews.

CONTACTS

- Contacts are typically with inmates and co-workers.
- Contacts are typically to provide services and to give or exchange information.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in a very noisy place. The employee is exposed to dust, dirt, grease, machinery with moving parts, and contagious or infectious diseases or irritating chemicals. The work is performed outdoors, occasionally in cold or inclement weather, and may require the use of protective devices such as masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over rotating inmates.

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 of 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.
- This position is required to supervise state inmate labor. Employee must pass P.O.S.T. Certification within the time frame required by this department, which is normally within six months, but may be altered.
- This position is required to supervise state inmate labor. Employee must pass the Department of Corrections three-day certification within the time frame required by this department, which is normally within six months, but may be altered.

PAY GRADE

- Grade 15
- Salary Range: \$54,178 - \$75,332