

Calhoun County Road Department

Job Vacancy Announcement

Job Title: Inmate Supervisor

Closing Date: Open until filled

Salary: \$13.00 per hour

MAJOR FUNCTIONS

1. This is a responsible, administrative and technical support position reporting to the Superintendent of the County Road Department.
2. Work governed generally by the Superintendent's instructions, objectives and policies, and usually involved frequently changing conditions and problems. Requires judgement factual background and fundamental principles in developing approaches and techniques for the solution of problems.

ILLUSTRATIVE DUTIES

*****NOTE: These examples are intended only as illustrations of the various types of work performed for this classification. The omission of specific statement of duties does not exclude them from the position.**

1. Pick up and work inmates from CCI.
2. Take a crew to various locations of the county to mow, cut trees and/or brush, clean ditches and pour concrete.
3. Properly supervise inmates assigned to ensure the work is performed in a safe manner.
4. Will be on call for any storms or other emergencies.
5. Performs other duties as assigned by Superintendent as needed.

KNOWLEDGE, ABILITY AND SKILLS

Works under general direction and infrequent supervision; plans detail of procedure and methods to attain definite objectives; makes decisions within broad limitations of polices and maintain effective working relationship with co-workers and the general public

EDUCATION AND EXPERIENCE

- Must have high school diploma or equivalent.
- Must possess a NON-DOC Certificate.
- Correctional officer experience preferred.
- Must have experience in dealing with the public.
- Must be able to pass a pre-employment drug screen and background check.
- Must have a clean driving record.
- Must have a valid Florida Driver's License.
- Must be self-motivated.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will work in inclement weather, be required to walk over rough, and uneven surfaces: bend, stoop, stretch, climb, push, and kneel while performing activities such as shoveling, digging, pounding, tamping, loading and unloading materials. Requires ability to lift and / or move up to 70 pounds or more.

CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS IS A DRUG FREE WORKPLACE AND AN EQUAL OPPORTUNITY EMPLOYER.

Apply through Career Source Chipola at 16908 NE Pear Street #1788 Blountstown, FL 32424