

TOWN OF WAUSAU, FLORIDA

Job Title:	Inmate Supervisor/ Maintenance	Pay Grade:	\$15.01
Department/Group:	Public Works	FLSA Status:	Non-Exempt
Location:	1607 Second Avenue	Position Number:	002
Reports To:	Public Works Director	Will Train Applicant(s):	

Job Description

GENERAL STATEMENT OF JOB

The primary function of the Inmate Supervisor will be to supervise the Department of Corrections and/or Washington County Jail inmates on various assignments within The Town of Wausau Washington County. Must have the ability to maintain the health, safety, and security of the inmates and the public while supervising activities. An employee allocated to this class must maintain clearance through the Department of Corrections and/or Washington County Jail to ensure continuance of employment with the Town of Wausau. Position is 28 hours per week with the hours of Monday-Thursday one hour paid lunch.

All employees must have the ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and consider the organization's goals rather than individual concerns. All employees must have the ability to communicate tactfully and courteously with co-workers and members of the public.

ROLE AND RESPONSIBILITIES

These examples are intended only as illustrations of the various types of work performed in a position allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Controls inmates in assigned areas
- Transports inmates to and from job assignments
- Conducts informal periodic head counts of inmates within area of responsibility during the workday
- Requests necessary supplies for daily assignments
- Makes pertinent observations of inmates regarding behavior during daily activities
- Acquaints self with DOC/Jail Administration and staff
- May be required to work in inclement weather
- May be required to work extended shifts after hours, on holidays, or weekends in emergency situations
- Performs other related duties as assigned

EDUCATION REQUIREMENTS

Graduation from standard high school or equivalent diploma. Must attend and satisfactorily complete yearly Department of Corrections classes for Inmate Supervisors.

PHYSICAL REQUIREMENTS

May be required to bend/stoop, reach above shoulder level, kneel, balance, push, pull, crouch, squat, lift and carry 25-50 pounds. Ability to stand for a prolonged period.

KNOWLEDGE, SKILLS, ABILITIES, QUALIFICATIONS

- Working knowledge of small tools and equipment
- Maintains good working knowledge of corrections and safety procedures to ensure they are implemented
- Ability to work unsupervised

LICENSE

Applicant must have a valid class E Florida Driver's License at the date of hire and maintain said license while employed in

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this position.

FLSA/FRS STATUS

An employee allocated to this position is classified as 'Non-Exempt' under the Fair Labor Standards Act and is designated as Regular Service Class under the Florida Retirement System.

THE TOWN OF WAUSAU IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE