Work Detail Supervisor/Correctional Officer (9915)

FLSA Status: Non-Exempt (Hourly)
Pay Grade: 11
Safety-Sensitive: Yes

Purpose

The purpose of this classification is to perform security and work functions associated with overseeing the safety and security of inmates assigned to work detail involving manual work functions to maintain and construct roads and rights-of-way and activities.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Distinguishing Characteristics:

Incumbents in this classification are regularly assigned inmate workers and are responsible for their direction, productivity and safety. This classification performs manual labor to complete assigned work activities when inmates are not assigned.

Typical Duties

Directs and oversees inmates on assigned work details: picks up inmates assigned to work detail; monitors activities and behavior of inmates on continual basis; maintains inmate discipline; enforces established correctional facility rules and regulations; conducts head counts of inmates; and searches inmates, vehicles and grounds to locate/remove contraband or weapons.

Supervises and trains inmates performing manual tasks involving road and right-of-way maintenance and construction and other projects and activities: assigns and reviews work; evaluates training needs and provides instruction; establishes and promotes worker morale and teamwork; monitors status of work in progress; inspects completed work; and returns inmates back to correctional facility upon completion of work detail.

Adheres to established safety procedures: 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 the traveling public; and follows safety practices and wears protective gear.

Receives and reviews work orders: determines and gathers appropriate materials, tools, equipment, and machinery to complete assigned work projects; drives or operates a variety of equipment, machinery, and tools used to complete projects; and maintains and completes related documentation.

Supervises and/or performs manual work functions: patches holes; shovels and rakes materials; mows grass and weeds; trims and clears shrubbery; removes trees and tree limbs; cleans out pipes and ditches; lifts and moves heavy materials from roadways and rights-of-way; 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.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by one year of experience in roads and rights-of-way maintenance and construction; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia Driver's License. Must posses and maintain Correctional Officer certification.

Performance Aptitudes

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, animal attacks, hazardous materials, machinery, vibrations, electric currents, and bright/dim light.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Updated March 2026