

# Calhoun County Board of County Commissioners

## Road Department

### Vacancy Announcement

**Position:** Inmate Supervisor – 2 positions  
**Closing Date:** Friday, December 21, 2018 @ 12:00 p.m. CST  
**Salary:** Starting salary is to be determined based upon experience

#### Minimum Qualifications:

- High school diploma or equivalent.
- State of Florida Correctional Officer Certification or equivalent.
- Experience in dealing with the public.
- Valid Florida driver's license.
- Pass a pre-employment drug screen and background check

#### Essential Functions:

- This is a responsible, administrative, and technical support position reporting to the Calhoun County Road Department Superintendent.
- Pick up and supervise work of inmates from Calhoun County Correctional Institution.
- Take inmate crew to various locations of the county to work.
- Maintain an effective working relationship with inmates and the public.
- **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.

#### 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.**

- Take inmate work crew to various locations of the county to mow, cut trees, clean ditches, pour concrete, and perform other road maintenance-related duties.
- Performs other duties as assigned by Superintendent, as needed.
- Will be on-call for any storms or other emergencies.

#### Knowledge, Skills, and Abilities:

- Works under general direction and infrequent supervision.
- Plans details of procedures and methods to attain objectives.
- Makes decisions within broad limitations of policies.
- Maintains effective relationship with co-workers.
- Adjusts work objectives and applies judgement based on facts and fundamental principles due to frequently changing conditions and problems.

#### Applications will be accepted at:

**CareerSource Chipola  
16908 N Pear Street  
Blountstown, Florida 32424**

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AN EQUAL OPPORTUNITY EMPLOYER**