

**VACANT POSITION**

**DEPARTMENT: PUBLIC WORKS**

**OBTAIN APPLICATION:** <http://spaldingcounty.com/careers.php>

**SUBMIT APPLICATION, PROOF OF EDUCATION, AND A COPY OF CORRECTIONAL OFFICER POST CERTIFICATION OR COMPASS/ASSET/ACCUPLACER TEST RESULTS TO:**

[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon St, Room 110

**CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED**

Job Title: Public Works Officer I (position # 3602)  
Salary: Pay Grade 15; Hiring Salary Range: \$29,867 - \$34,637 per year  
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer  
Work Schedule: 7:30 am-3:30 pm, Monday-Friday; some overtime required

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** High School diploma or state awarded GED and experience as an Equipment Operator required; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Must be a P.O.S.T. certified correctional officer or obtain certification within the probationary period. Must possess a valid Georgia Class A or B Commercial Driver's License (CDL) or obtain CDL within the probationary period. Must have a good work and driving record (no DUI within last 5 years).

**GENERAL STATEMENT OF JOB:** Under general direction, supervises the work of inmates in the operation of light equipment for the repair and maintenance of County streets, roads and bridges and related areas. Performs repair and maintenance activities including maintaining equipment and posting street signs when necessary. Reports to the Public Works Director.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of law enforcement and restraining devices including handcuffs and be certified to operate a firearm; must be proficient at operating light equipment including, but not limited to, Side Cutter, Motor Grader, Farm Tractors and bush hogs, back hoe, shovels, picks, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to thirty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of forty to sixty pounds.

**ESSENTIAL JOB FUNCTIONS:**

Exercises responsibility for supervising inmates in the performance of streets, roads and bridge repairs and maintenance activities; ensures compliance with established policies and full utilization of personnel, materials, and facilities with concern for quality, safety and efficiency.

Utilizes/operates various pieces of light equipment and must be capable of being cross trained on heavy equipment to be able to perform maintenance and repair of streets, grounds, and related structures such as dump trucks, tractor with bush hog, chain saws, etc.

Supervises inmates when performing a variety of street maintenance and repair duties including repairing pot holes, cutting right-of-way, cleaning streets & storm drains, digging drain ditches, removing snow, etc.

Performs maintenance of vehicles by keeping track of fluids, oils, lights, etc. and turning vehicles in to the Shop for repairs.

Installs signs and traffic lights as prescribed by the Department of Transportation (DOT) and County regulations.

Ensures that working signs and warning zones are put up daily as required.

Oversees complete cleaning of Departmental vehicles as needed.

Ensures that all inmates are provided with clothing which is visible to motorists.

Ensures accurate count of inmates at all times while on job site; works to prevent escape and protect public from inmates and inmates from the public.

December 2, 2016