

PENOBSCOT COUNTY SHERIFF'S OFFICE
JOB DESCRIPTION

TITLE: Public Works Officer

DATE: February 27, 2013

APPROVED BY:

REPLACES:

DATED: March 8, 2010

I. IDENTIFICATION

Job Title: Public Works Officer

Location: 85 Hammond Street, Bangor, Maine 04401

Reports To: Programs Sergeant

Supervises: Inmate work crews

II. JOB SUMMARY

This position is responsible for completing public works projects for government and non-profit agencies within the Penobscot County region. The Public Works Officer may be either full-time or part-time. The Public Works Officer will represent the Sheriff's Office in a professional manner to the general public and the agencies that are requesting our service. The Public Works Officer will be responsible for transporting, direct supervision and training the work crew while out in the community. This position requires knowledge and skills of basic construction, general carpentry, the use of and general maintenance of tools/equipment and the ability to manage diverse personalities. Work is performed under general supervision.

III. CORE ELEMENTS OF THE JOB

A. Essential Job Functions**

1. Directly supervises all work performed by inmates on the job by training and demonstrating work at the site and acts as a working foreman.
2. Responsible for inmates by maintaining care, custody, and control.
3. Assists non-profit and governmental units by supervising labor functions using an inmate work force.
4. Ensure inmates safety by following safety and OSHA rules and regulations.

5. Obtains updated information by reading pass ons and by Programs Sergeant briefing.
6. Other duties as assigned by Superiors.
7. Investigates, examines, and evaluates changes in inmate behavior in order to prevent inmate injury or escape.
8. Advises inmates regarding jail regulations and safety standards in order to maintain order.
9. Assess new work projects by conducting site walks, determine equipment and supplies needed.
10. Directs and supports any other work crews, including training of any other part-time community service officers.
11. Work in harmonious relationship with the community while performing quality work in a timely fashion.
12. Maintain confidence and protect the Sheriff's Office by keeping information concerning clients and Sheriff operations confidential.
13. Upholds an open line of communication between the non-profit organizations and the Sheriff's Office.

B. Other Related Duties / Responsibilities

1. In addition to the above essential job functions, other required job duties and responsibilities will be expected to be performed by the Public Works Officer. These duties will include, but are not limited, to the following:
 - Searches inmates and/or checks and inspects items and packages in order to prevent entry of items into the jail.
 - Participates in mandatory departmental training.
 - Documents and reports unusual event, incident of potential civil liability or media interest.
 - Perform inventory of tools and equipment.
 - Reports and repairs or replacement of tools, parts and/or equipment to the immediate Supervisor.
 - To assure quality in work performed in order to facilitate the delivery of quality services.
 - Represent the agency professionally while in the community.
 - Conduct themselves with other staff, inmates and members of the public in a fair, firm and formal manner.
 - Report any repairs (or accidents) needed to van/trailer to direct supervisor.
 - Maintains equipment and tools while insuring inmates are using them correctly and safely.
 - Trains inmates in the proper use of tools prior to their use.
 - Works at OUI program as needed or directed by immediate Supervisor.

IV. SPECIFICATIONS / QUALIFICATIONS

A. Education / Training (Minimum Required and Preferred)

1. High School Education required.
2. Industrial Arts training preferred.
3. Corrections Officer MCJA certification required.
4. Other post secondary trades training preferred.

B. Job Related Experience (Minimum Required and Preferred)

1. Direct experience as a carpenter, plumber, electrician, landscaper or combination of these experiences preferred.

C. Special Skills

1. General skills of above professional trades' personnel.

D. Cognitive Requirements

1. Mental alertness to manage work operations while maintaining security of inmates, tools and property.

E. Physical Requirements

1. Physically fit to work in a construction environment; both in and outdoors in various weather conditions.
2. Able to climb ladders, operate a motor vehicle, back up trailers, carry up to 75 pounds, bend, climb, and operate machinery.
3. Must be able to perform core functions of a correctional officer.
4. Must initially be medically cleared and "fit tested" to wear a respirator (M95 type) and then evaluated annually thereafter.

F. Work Environment

1. Indoors and outdoors in all types of weather; to include tasks within the Penobscot County Jail.

V. NON-ESSENTIAL FUNCTIONS (PREFERRED)

Prepared by: Intern
Reviewed by:

Original Date: 06-15-95
Revised Date: 05-27-11, 03-08-10
Approved by:

**External and internal candidates as well as job/position incumbents who become disabled must be able to perform the essential functions either unaided or with reasonable accommodation which will be determined by management on a case-by-case basis.