

**REQUIRED POST CERTIFICATION MAY NOT BE GUARANTEED WITH CERTAIN FELONY CONVICTIONS
VACANT POSITION**

DEPARTMENT: PUBLIC WORKS

OBTAIN APPLICATION: www.spaldingcounty.com/careers

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

employment@spaldingcounty.com or 119 E. Solomon St, Room 110

CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title: Public Works Officer/Bus Driver (position # 3625)
Salary: Pay Grade PS16; Hiring Salary is \$48,042.43 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 a light 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 P.O.S.T. Correctional Officer certified or able to obtain certification within the established probationary period. Must possess and maintain a valid Georgia Class A Commercial Driver's License with an air brake and passenger endorsements.

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. Responsibilities also include driving the county passenger bus, as needed. Reports to the Parks, Grounds and Public Works Director or Roads Supervisor. Overtime and some weekend work is required.

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, Tiger Side Cutter, Motor Grader/Cutter, Farm Tractors and bush hogs, back hoe, asphalt kettle, 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:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

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

Safely operates the county passenger bus, as needed, during normal working hours, including some evenings and weekends.

Utilizes/operates various pieces of light and heavy equipment as required in the maintenance and repair of streets, grounds and related structures such as dump trucks, tractor with bush hog, chain saws, backhoe, etc.

Supervises inmates when performing a variety of street maintenance and repair duties including repairing pot holes, cutting right of way, digging drain ditches, installing concrete storm drains, building and clearing catch basins, constructing sidewalks, repairing pot-holes, spreading gravel, removing snow, etc.

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

Oversees the installation of street 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 to ensure the safety of the crew.

Ensures that light poles, warning zones, and parking/street lines are painted as needed.

Performs other duties as required such as delivering supplies, maintaining equipment, cleaning streets and other areas, removing snow, etc.

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.

Ensures that all workplace and work zone safety practices are utilized.

Carries out on call duties as scheduled.

Performs other related duties as required.

June 13, 2024