



## Brazos County Job Description

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Template Revision 1.2 08/15/2012

|                       |            |                       |                                      |
|-----------------------|------------|-----------------------|--------------------------------------|
| <b>Class Number:</b>  | B1513      | <b>Title:</b>         | Detention Officer - Work Crew        |
| <b>Pay Group:</b>     | 18         | <b>Department:</b>    | Sheriff Office - Jail Administration |
| <b>FLSA Status:</b>   | Non-Exempt | <b>Reports To:</b>    | Sergeant, Work Crew Division         |
| <b>Approved Date:</b> |            | <b>EEOC Category:</b> | Service/Maintenance                  |

### General Summary:

Supervises work groups of inmates outside of secured area;

### Essential Duties:

Other duties may be assigned. Assists in jail operations, including feeding inmates, transporting inmates, performing unclothed searches, and maintaining the general security of the jail facility; Assists in maintaining the grounds surrounding the Detention Center, including picking up and burning brush, mowing and weed eating, and trimming trees; Assists with general maintenance in the Detention Center, including painting, tiling, pressure washing and cleaning; Assists Brazos Center with various tasks, including interior event set-up, grounds maintenance around all County facilities and special projects; Assists County Exposition Center with various tasks, including interior and exterior event set-up and grounds maintenance; Assists Road and Bridge Department with various tasks, including maintaining county roads, including patching and sealing roads and installing culverts, building bridges and operating equipment such as jackhammers, backhoes, and bulldozers; Assists in county vehicle and equipment maintenance, including welding and performing standard preventive maintenance; Completes necessary paperwork; May make warrant arrests as necessary; Prevent escapes; Prevent introduction of contraband into the Detention Facility.

Other Duties as assigned.

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| <i>Supervision</i>                           |  |
| <b>Received:</b>                             | From Sergeant, Work Crew Division  |
| <b>Given:</b>                                | Supervises work groups of inmates outside of secured area.   |
| <i>Education</i>                             |  |
| <b>Required:</b>                             | High school graduation or its equivalent plus at least one year of experience as a Peace Officer; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.  |
| <b>Preferred:</b>                            |  |
| <i>Experience</i>                            |  |
| <b>Required:</b>                             | To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
| <b>Preferred:</b>                            |  |
| <i>Certificates, Licenses, Registrations</i> |  |
| <b>Required:</b>                             | Basic certification as a jailer and basic peace officer certification from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE); and valid Texas motor vehicle operator's license.  |
| <b>Preferred:</b>                            |  |

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| <i>Physical Demands</i>                   |   |
| <b>Typical:</b>                           | 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 is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records or equipment and tools, and occasionally must lift and/or move objects weighing 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus. |
| <i>Knowledge, Skills, &amp; Abilities</i> |   |
| <b>Typical:</b>                           | Requirements of Texas Commission on Jail Standards; Texas penal code; Texas criminal and civil laws; first aid procedures; use of fire and safety equipment; department policies and procedures; self-defense tactics; supervisory management; and computers. Operate computers, fire and safety equipment, and firearms; read and write reports, letters, and memos; perform basic mathematical calculations; analyze data; follow instructions; operate light equipment; basic maintenance skills; tools and equipment maintenance and repair and should be able to operate a van pulling a trailer. Communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, prisoners, and the general public.  |
| <i>Work Environment</i>                   |   |
| <b>Typical:</b>                           | The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually high. While performing the essential duties of this job, the employee is constantly required to perform multiple tasks simultaneously and to work closely with others a part of a team. The employee is frequently required to change tasks.  |