

City of Pell City
1905 1st Avenue North
Pell City, AL 35125
205-338-2244

VACANCY NOTICE

POSITION TITLE: Street/AC Inmate Worker Coordinator/
JOB STATUS: Full Time
Range: \$28,704.00 - \$50,065.60

ANTICIPATED START DATE: Following successful completion of background check and drug screen

SYNOPSIS: The job involves overseeing the activities of inmates who work in the city. This includes helping and supervising them as they provide general labor for the street department and other city departments. The person in this position reports directly to the Street Superintendent.

QUALIFICATIONS:

- Graduate from an accredited high school or hold a certificate of high school equivalency (GED) preferred but not required;
- Having previous experience in worker oversight is preferred, however, it is not required;
- Completed Alabama Department of Corrections training or complete within 6 months from date of hire;
- Must possess a valid driver's license and a driving record suitable for insurability;
- Must be willing to travel overnight to attend continuing education courses and workshops;
- Must be physically able to perform the essential functions of the position;
- Must be willing to work non-standard hours as required.

ESSENTIAL JOB FUNCTIONS:

- Observes and monitors inmate activities working in all areas of the city;
- Enforces all city and Alabama Department of Correction program rules and regulations;
- Transport inmates to and from the work camp;
- Maintain a valid driver's license;
- Remain alert and observant of inmates at all times;
- Oversees inmates involved in special projects;
- Responsible for inventory of daily and project-assigned equipment;
- Operates vehicles and equipment; completes and maintains inspection, gas usage, and other associated documentation;
- Operates a variety of machinery equipment and tools to complete essential functions, to include the use of commercial-grade vehicles and trucks, tractors, pruners, shears, chainsaw, weed eater, mower, rakes, sprayer, paint sprayer, aerators, top dresser, leaf blower, vacuum cleaner, ladder, or other equipment;
- Operate vehicles such as a passenger van and light trucks;
- Perform all other tasks/duties as assigned by Street Foreman, Street Supervisor, and Street Superintendent.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of city and ADOC policies, procedures, and rules;
- Extensive knowledge of safety rules, including accident causation and prevention;
- Considerable knowledge of all assigned equipment, guidelines, and city ordinances
- Some technical knowledge of all assigned equipment;

- Skill in writing to complete required forms and records
- Skill in reading plans, manuals, directives, instructions, and procedures;
- Ability to read work orders and street signs;
- Ability to perform general maintenance on assigned equipment and trucks;
- Ability to operate light equipment safely;
- Ability to communicate with other workers;
- Ability to follow directions;
- Ability to communicate information to the city residents and higher supervision;
- Ability to train personnel in the proper and safe use of required tools and equipment;
- Ability to work well with the general public and other necessary contacts;
- Ability to communicate specific, and sometimes detailed, instructions to assigned personnel;
- Ability to coordinate assigned projects and duties with other supervisors and their personnel.

BENEFITS AVAILABLE FOR FULL TIME POSITION

- BCBS Health/Dental (single coverage paid by City)
- Life Insurance (paid by City)
- Retirement through RSA (with a City match)
- Vision Plan
- AFLAC
- Sick leave (accrued when paid bi-weekly)
- Vacation (after successfully completing 1-year probation)
- Direct Deposit
- Paid Holidays

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received at the City Hall. This position will remain open until filled.
2. A complete file consists of:
 - A current City of Pell City employment application
 - Current resume [Note: Resume, when required, should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]
3. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants. Applications received after the deadline or incomplete applications will not be considered.
4. The applicant may be required to submit employment verifications from current and prior employers prior to job offer being made.
5. Application forms may be downloaded at our website: <https://pell-city.com/employment/> or picked up @ City Hall and should be returned to: City of Pell City Human Resources, 1905 1st Avenue North, Pell City, AL 35125