

Kelly Parker – Mayor  
Daniel Winters – Ward 1, Seat 1  
Connor Martin – Ward 1, Seat 2  
Christopher Eckhardt – Ward 2, Seat 1  
Brandon Sherman – Ward 2, Seat 2



Bo Hannaford – Ward 3, Seat 1  
Mary Hamilton – Ward 3, Seat 2  
Brian Wallis – Ward 4, Seat 1  
Randy Stelling – Ward 4, Seat 2  
Joe Don Dunham – City Business Manager

OKLAHOMA

WHERE CHARM AND ADVENTURE MEET

## JOB DESCRIPTION

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<b>TITLE:</b>	Inmate Supervisor
<b>DEPARTMENT:</b>	Right-of-Way Department
<b>REPORTS TO:</b>	City Business Manager
<b>FLSA STATUS:</b>	Non-Exempt
<b>GRADE:</b>	5
<b>SALARY:</b>	\$11.89 - \$16.46/per hour

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### NATURE OF WORK

This position supervises daily work detail consisting of 5 to 10 inmates assigned to work details throughout the organization. The Supervisor receives the inmates at the Bill Johnson Correctional Facility and delivers them to the City of Alva Public Works Facility. The Inmate Supervisor is responsible for scheduling work details throughout the week at different locations throughout Alva. The work details are to complete tasks on City of Alva property.

### ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. The Inmate Supervisor will work to promote positive public relations at all times for the City of Alva.
2. Supervise inmates from BJCC during work details. This supervision includes work assignments, tools and machinery use by inmates, security considerations of inmates and the public.
3. Schedule work details resulting from requests from city officials, recognizing work that needs to be done and assisting other city departments.
4. Maintain all equipment that is assigned to the inmate detail.
5. Assure all city owned property and right-of-ways are mowed and maintained.
6. Assure inmate safety, welfare and accountability at all times.
7. Performs other job-related duties as assigned.

### EDUCATION, TRAINING AND EXPERIENCE REQUIRED

Generally, needs high school education/GED and 10 years related work experience. Some college course work in related field may substitute for work experience.

No Criminal Record, pass a drug screening test, complete the inmate supervision training and have a valid Oklahoma driver's license.

### SUPERVISORY RESPONSIBILITY

No supervisory responsibility required. Except for BJCC Inmates.

### SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED

Must be able to obtain ODEQ Water and Sewer Maintenance Class A D Certification within one (1) year of employment.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Must have the ability to supervise persons who are in undesirable circumstances.
- Must have a strong will and be able to control others through persuasion and reason.
- Must be able to schedule and plan work for time sensitive actions.
- Possess mechanical abilities related to mowers, weed-eaters, tractors and other related machinery

## **PHYSICAL/MENTAL REQUIREMENTS**

Must lift, walk and carry light to heavy equipment and other items on a frequent basis. Must be able to read gauges and have sufficient color vision to distinguish types of utility locating markers. Must be able to climb ladders, crawl across pipelines, lift or carry 50 pounds while climbing ladder or steep banks. Must be able to turn gate valves with a breaker bar if necessary, which could require 20 minutes of cranking. Occasionally will be required to life man hole covers weighing in excess of 50 pounds several times a day.

## **ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS**

Major physical inconvenience or discomfort routinely present in the work situation. About 50-90% of the time the incumbent is outdoors, depending upon the assignment. Job requires the incumbent to be aware of and observe safe working procedures. Such hazards not limited to disease vectors, noxious odors, chemicals, or hazardous materials.

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### *EQUAL OPPORTUNITY EMPLOYER*

*The City of Alva affords equal employment opportunity to all individuals regardless of race, color, national origin, sex, religion, age, disability status or genetic information. Persons selected for employment into any position must pass a drug test. Some positions may require passing an alcohol test. Previous employment and any additional experience will be subject to verification prior to employment processing. A driver's license and driving record check will be conducted if driving is a job requirement. A post offer employment fit for duty test may be conducted prior to job placement.*

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