

DISCLAIMER: This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

JAIL PROJECT REPRESENTATIVE

SUPERVISOR

- Working under the supervision of the County Mayor

JOB DESCRIPTION

Duties include, but not limited to:

- Being the key liaison for the _____ County Jail Committee with no authority other than to report findings
- Construction observer reporting directly to the _____ County Mayor's Office

WORKING RELATIONSHIP

- Exercises excellent verbal communication skills as well as the ability to provide daily written reports
- Must represent the County in a professional manner in all matters

SKILLS

- Knowledge of electrical
- Knowledge of plumbing
- Knowledge of HVAC
- Knowledge of and ability to read blue prints

(Pay depends on experience)