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EMPLOYEE JOB DESCRIPTION

SHERIFF'S DEPARTMENT

JOB IDENTIFICATION: LITTER GRANT DRIVER

TITLE OF SUPERVISOR: JAIL ADMINISTRATOR, JAIL SERGEANT, JAIL CORPORAL, CHIEF DEPUTY, SHERIFF,
NORMAL WORK SCHEDULE : AS SET BY JAIL ADMINISTRATOR.
FSLA STATUS: NONEXEMPT

JOB SUMMARY:

THIS POSITION INVOLVES THE TAKING OF QUALIFIED INMATES OUT TO PICK UP TRASH AND CLEAN UP COUNTY ROADSIDES.

JOB DUTIES:

ESSENTIAL DUTIES:

SUPERVISE AND GUARD INMATES AND TAKE APPROVED INMATES OUT DAILY
DRIVE SUBURBAN VEHICLE
LOG ROADS PICKED UP AND MILES COVERED
LOG POUNDS OF LITTER PICKED UP AND POUNDS OF RECYCLABLE MATERIALS
GIVE REPORT TO BOOKKEEPER AT END OF MONTH
ANY OTHER DUTIES ASSIGNED BY THE SHERIFF, CHIEF, JAIL ADMINISTRATOR.

PHYSICAL REQUIREMENTS:

THIS JOB PRIMARILY INVOLVES STANDING, WALKING, DRIVING, LIFTING, AND SOME SITTING.

WORKING CONDITIONS:

WORK IS DONE PRIMARILY OUTDOORS WITH APPROVED PRISONERS.

QUALIFICATIONS:

EDUCATION REQUIRED:

HIGH SCHOOL DIPLOMA OR EQUIVILANT

EXPERIENCE:

OPERATING A VEHICLE SAFELY

SPECIAL SKILLS:

GOOD ORAL AND WRITTEN COMMUNICATION, ABLE TO DRIVE AND OPERATE VEHICLE.

ABILITY TO SUPERVISE OTHERS.

CONTACT WITH OTHERS:

DAILY CONTACT WITH SHERIFF'S DEPARTMENT EMPLOYEES, INMATES, AND GENERAL PUBLIC

LICENSES AND CERTIFICATES:

TENNESSEE DRIVERS LICENSE

EMPLOYEE

SHERIFF

THIS POSITION REQUIRES 6-MONTH PROBATIONARY PERIOD