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**JOB TITLE:** Part-Time Correctional Guard **GRADE:** 4 Step 7  
**DEPARTMENT:** Highways **FLSA STATUS:** Non-Exempt  
**REPORTS TO:** Traffic Control & Safety Supervisor

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**GENERAL DEFINITION OF WORK:**

This is very responsible highway and correctional facility work involving the supervision of inmates working on county roadwork crews. Activities associated with the job include transporting and supervising inmates who pick up trash and debris along county right of ways and removing brush and other debris utilizing chippers, chainsaws and other power tools and machinery. Additional responsibilities include picking up trash and debris, weed whacking and mowing, maintaining and submitting time sheets for assigned workers, keeping records of the amount of litter collected and location of collection activities, interacting with the public to determine what areas of the county need to be cleaned and ensuring the safety and security of assigned personnel. Job responsibilities require experience in law enforcement work, knowledge of Washington County roadways, sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions and good organizational, interpersonal and decision-making skills. Incumbents must also complete annual training requirements for correctional facilities. Job performance is evaluated by the Traffic Control & Safety Supervisor through review of the efficiency of litter and brush collection operations, personal effectiveness in dealing with assigned work crews and compliance with existing departmental policies and procedures.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Transports and supervises inmates assigned to county roadwork crews.
2. Notifies the appropriate personnel in the event of trouble with county inmates assigned to work crews.
3. Assists with routine maintenance of county vehicles assigned to work crews.
4. Maintains records of time worked by assigned work crews, amount of litter, brush and debris collected and location of collection activities.
5. Drives a collection truck and chippers to designated locations to collect and dispose of brush, vegetation and other debris.
6. Assists with road repair work when roads are being oiled and chipped by cleaning driveways and voids made by the gravel chipper.
7. Notifies the appropriate personnel in the event of difficulties encountered with inmates working on highway crews and takes timely and appropriate action(s) to address potentially dangerous situations.
8. Intervenes and establishes control in dangerous and volatile situations to ensure the safety of individuals assigned to work crews.
9. Ensures the safety and security of work crews as they walk along county roadways and collect litter, brush and other debris.
10. Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Considerable knowledge of Washington County roadways and streets.
2. Knowledge of common first aid practices, CPR and exposure to dangerous pathogens including the use of universal precautions.
3. Some knowledge of dietary requirements for various health conditions and the effect of common psychotropic drugs.
4. Ability to react quickly and appropriately to potentially dangerous or volatile situations to ensure the safety of others.
5. Ability to perform the physically demanding requirements of the job in a variety of weather conditions.
6. Ability to establish and maintain effective working relationships with co-workers, emergency management personnel and assigned work crews.
7. Ability to make appropriate and timely decisions based upon the information available.

8. Ability to acquire and utilize new job-related information as required.
9. Ability to document and maintain accurate logs of work-related information, personal activities, amount of litter collected and location of collection activities.
10. Skill in operation of vehicles utilized for litter collection activities, brush removal and transporting work crews.
11. Work a rotating 40/hour work week without paid holidays.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited high school (or GED Program) supplemented with additional course work in crime prevention and/or law enforcement; some experience working in a juvenile or adult correctional facility; ability to interact effectively with the public; good interpersonal, organizational and decision-making skills or any equivalent combination of education.

**SPECIAL REQUIREMENTS:**

Must maintain a valid Driver's License

Rev. 8/2002, 2/2019, 07/2021

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**Ways to Apply:**

Visit our website at <https://www.washco-md.net/jobs/>

or

Complete and email an Application to [HR@washco-md.net](mailto:HR@washco-md.net)

or

Complete and mail Application to:

**Washington County Human Resources Department,**

**100 W. Washington Street, Room 2300,**

**Hagerstown, Maryland 21740.**

**Internal Candidates are required to use an Internal Application (including resume) when applying.**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:**

**Tuesday, August 3rd, 2021 @ 4:00pm**