



CORRECTIONAL OFFICER SPECIALIST – FIRE, SAFETY AND SANITATION OFFICER (FSSO)

General Summary

Correctional Officer Specialists work within a specific operations and maintenance specialty, in addition to working as a Correctional Officer. This position is to be responsible for all aspects of the Fire, Safety, and Sanitation Program.

Correctional Officer Specialist – FSSO Officer

Jobcode: PCSF11

Pay Band: CB

FLSA Status: Non-exempt

Distinguishing Characteristics

This is the sole level of the Correctional Officer Specialist – FSSO Officer position.

Recommended Education and Experience for Full Performance

High School Diploma or equivalency, two (2) years of directly related experience.

Minimum Qualifications

High School Diploma or equivalency and one (1) year of directly related experience.

Essential Duties and Responsibilities*

- Conducts and assists in inspections and/or investigations on fire and code related activities facility-wide.
- Supervises inmates when required.
- Identifies and resolves safety issues encountered during the course of work.
- Independently inspects buildings and structures to ensure compliance with federal, state, and local laws.
- Carries out principles of job site safety and the use of Personal Protective Equipment (PPE). Supervise, direct and coordinate the work of inmates.
- Maintains a safe environment for staff and inmates.
- Ensures facility's suppression systems and equipment are up to code.
- Trains staff and inmates on safety procedures.
- May be required to supervise inmates' work and perform the duties of other trades as required.

Bargaining Unit: Correctional Officer Specialist – FSSO Officer: Represented.

Statutory Requirements: None.

Conditions of Employment: This position is safety sensitive. Employment is subject to a pre-employment and random drug testing in accordance with all terms and conditions of federal and state rules and regulations regarding alcohol and/or drug testing. In addition, candidates must pass pre-employment Academy screening. Successful completion of the New Mexico Corrections Academy within one (1) year of hire is required. Must possess and maintain a valid New Mexico Driver's License. The applicant must be a U.S. citizen, must be at least 18 years old, have a least a high school education or its equivalent, be of good moral character, have not been convicted of a felony in the courts of this or any state or in the federal courts, and successfully pass any physical and aptitude examination the department may require. Employment is subject to a pre-employment background investigation and is conditional pending results.

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Must produce current documentation of training or obtain certification in the following subject areas within 1 year of hire: New Mexico Food Safety, Petroleum Storage Tank Class A/B Certification, Fire Inspections, OSHA Accident Reporting and Recordkeeping, OSHA 30hr (OSHA 511 Certification preferred). (For RCC and other facilities that have partial Waste Water Treatment feeding into City/County Waste Water – Obtain training in Waste Water Operations within 1 year).

Working Conditions: Work is performed in a prison setting with inmate contact and supervision of inmates.

Established: 4/27/2016

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*