



STEBEN COUNTY SHERIFF'S OFFICE

JOB DESCRIPTIONS: JAIL

MAINTENANCE TECHNICIAN

Department: Sheriff/Jail

Work Schedule: 8:00 am to 4:30 pm, M-F

Job Category: LTC (Labor, Trades, Crafts)

STATUS: Full-Time

FLSA STATUS: Non-exempt

Date Written: September 1995

Revised: April 2012

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Incumbent serves as Maintenance Technician for the Sheriff/Jail Office, responsible for maintaining plumbing, electrical and equipment systems of the County Jail.

DUTIES:

- Monitors and maintains County Jail fire sprinkler and alarms, heating and air conditioning systems, checking gauges/thermostats, checking/adjusting fluid levels, repairing and/or ordering and replacing, filters and parts as needed. Notifies Sheriff when major repairs are needed.
- Performs a variety of electrical and plumbing maintenance duties, including, but not limited to, monitoring, repairing and/or installing fixtures, valves, water softeners, pumps, generator and appliances, replacing light bulbs and ballasts, repairing mechanical doors, opening clogged drains and toilets, replacing faucets and lavatories.
- Monitors, maintains and repairs locks, video cameras/monitors, kitchen equipment and appliances, such as institutional freezers/refrigerators, cooking ranges/ovens, food mixers, ice makers, garbage disposals, fryers, coffee makers and grills. Performs carpentry, painting and plastering as needed.
- Performs and/or oversees grounds and building maintenance, such as mowing lawn, removing snow/ice from walks, mopping, sweeping, stripping, waxing and buffing floors, removing trash, cleaning/disinfecting bathrooms.
- Maintains tool security and equipment performance and repair records, and prepares maintenance reports as required.
- Monitors maintenance/cleaning supplies and parts inventories, preparing specifications and submitting purchase requests to Sheriff as needed.
- Serves on 24-hour call for emergencies. Performs related duties as assigned.

I SKILLS & KNOWLEDGES

- High school diploma or GED and ability to complete required professional certification and training.
- Working knowledge of carpentry, locks, plumbing, electrical, heating and cooling systems, with ability to effectively determine County Jail repair and maintenance needs, develop work schedule and assure proper completion of related projects.
- Working knowledge of and ability to make practical application of Sheriff's Office safety policies and procedures, and ability to safely operate and maintain a variety of hand and power tools and equipment, such as drills, pliers, wrenches, screw drivers, hammer, saws and welder.
- Ability to physically perform assigned duties, including standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, reaching, bending, climbing ladders, grasping objects and working in awkward/cramped positions and in confined areas.
- Ability to work alone and with others in a team environment with minimum supervision, sometimes under time pressure.
- Ability to understand and follow written and oral instructions, read and interpret technical manuals, specifications, schematics, instruments, gauges and dials, and prepare related records and reports as required.
- Ability to effectively communicate orally and in writing with co-workers, inmates and jail trustees, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to occasionally work extended, weekend and/or evening hours, to regularly serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations as needed.

II RESPONSIBILITY

Incumbent works according to a flexible, customary routine with priorities determined primarily by supervisor. Incumbent refers to supervisor unusual or unprecedented situations, such as major repair needs and work involving jail security. Incumbent's work is periodically reviewed through random checks. Errors in work are usually prevented through standard safety procedures and reference to technical manuals/specifications.

III PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, inmates and jail trustees for the purpose of exchanging information and coordinating work activity. Incumbent reports directly to Jail Captain.

IV PHYSICAL EFFORT

Incumbent's duties involve standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, reaching, bending, climbing ladders, grasping objects and working in cramped positions.

V WORK ENVIRONMENT

Incumbent performs duties inside and outside the County Jail, involving exposure cleaning chemicals, power tools and equipment, working on ladders, working in confined and/or noisy areas. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent occasionally works extended hours, weekends and evenings and regularly responds to emergencies on a 24-hour basis.