



Senior Building Maintenance Technician Sheriff's Office

SO/20-642

JOB SUMMARY

This position is responsible for supervising and participating in the maintenance of Sheriff's Office and Jail building and facilities.

MAJOR DUTIES

1. Directs, assigns, supervises and monitors inmate workers for safety and compliance.
2. Directs, assigns, supervises, and evaluates personnel.
3. Plans various projects and estimates material costs.
4. Prioritizes and schedules work requests, repairs, and routine maintenance of all Sheriff's Office facilities.
5. Coordinates and assists subcontractors in various repairs, maintenance, or inspections.
6. Oversees the work of contractors and other vendors.
7. Supervises and assists in the maintenance and repair of HVAC systems.
8. Supervises and assists in the maintenance and repair of plumbing and septic systems.
9. Supervises and assists in the maintenance and repair of electrical and lighting systems.
10. Supervises and assists in the maintenance and repair of all locking mechanisms and doors.
11. Supervises and assists in the maintenance and repair of all security fencing and gates.
12. Supervises and assists in the maintenance and repair of building roofs.
13. Supervises and assists in the maintenance and repair of all grounds and landscaping.
14. Supervises and assists in the maintenance and repair of all tools, lawn, and other equipment.
15. Maintains, secures, and makes inventory of all tools and equipment utilized by inmate workers.
16. Supervises and assists in the painting of Sheriff's Office facilities.
17. Completes required reports and training.
18. Oversees and enforces safety standards and makes recommendations as necessary for compliance.
19. Researches standards and best practices to provide material costs and estimates for annual budgeting.
20. Attends meetings as required.
21. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of construction materials, methods, and standards.
2. Knowledge of building and grounds maintenance procedures.
3. Knowledge of hand and power tools.
4. Knowledge of work safety standards and regulations.
5. Knowledge of building, HVAC, plumbing, and electrical repair and maintenance principles.
6. Knowledge of grounds maintenance principles.
7. Knowledge of personnel laws and County and Sheriff's Office personnel procedures.
8. Skill in planning, directing and supervising the work of subordinate personnel.
9. Skill in working independently and in a team setting.
10. Skill in the operation of assigned vehicles, tools, and equipment.
11. Skill in organizing and prioritizing work.
12. Skill in the operation of modern office equipment.
13. Skill in interpersonal relations.
14. Skill in oral and written communication.
15. Ability and knowledge to secure, protect, maintain and properly disseminate various pieces of confidential information including oral or written personnel, financial, medical, criminal, investigative and operational or other sensitive information or materials.

SUPERVISORY CONTROLS

The Captain assigns work in terms of general instructions. The supervisor spot-checks completed work for

compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include Sheriff's Office policy, rules, regulations and standard operating procedures; County policy, building codes and ADA standards, maintenance guidelines, jail inspection and reporting procedures, fire safety rules, and budgetary guidelines. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related supervisory and maintenance duties. The variety of tasks to be performed and frequent interruptions contributes to the complexity of the position.
- The purpose of this position is to supervise and participate in the maintenance of Sheriff's Office facilities and buildings. Success in this position contributes to a safe and well-maintained work environment for inmates and Sheriff's Office personnel.

CONTACTS

- Contacts are typically with co-workers, vendors, inmates, contractors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is subject to on-call status and is performed while intermittently sitting, driving, standing, kneeling, bending, crouching, running, climbing stairs, and stooping all while dressed in a work uniform and carrying additional equipment. The employee occasionally lifts light objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity; distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in a vehicle, an office, jail, outdoors, and at the scene of emergency or critical incidents. The employee may be exposed to aggressive, sick, or injured persons or animals; noise, dust, dirt, grease, fire, and smoke; machinery with moving parts; contagious or infectious diseases or pathogens, and irritating chemicals; and occasionally hot, cold, or inclement weather. The work requires the use of personal protective equipment or devices such as ballistic protection, duty weapon and gear belts, self-contained breathing apparatus; and masks, goggles, hearing protection, or gloves. Employees functioning in this environment are required to maintain good physical condition in order to successfully execute any and/or all of the physical demands.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Building Maintenance Technician (1).

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with Sheriff's Office hiring guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.