



Building Maintenance Technician Sheriff's Office

SO/22-641

JOB SUMMARY

This position is responsible for the maintenance of detention center building and Sheriff's Office facilities.

MAJOR DUTIES

1. Maintains and repairs the sprinkler system; accompanies service providers for routine testing and repair; replaces broken sprinkler heads.
2. Checks and maintains perimeter gates, locks, doors, wire fences, pole lights, building locks, and roll-up doors.
3. Checks, repairs, and contacts repair technicians in regard to cameras and security equipment.
4. Checks and replaces lamps and ballasts.
5. Checks and maintains HVAC systems.
6. Checks and maintains kitchen equipment.
7. Repairs commercial laundry equipment.
8. Mows grass and trims hedges.
9. Maintains lawn maintenance equipment.
10. Maintains generator.
11. Purchases supplies as needed.
12. Checks and maintains fire extinguishers.
13. Paints bathrooms, corridors, and offices.
14. Checks and repairs cable television systems.
15. Attends training and meetings as required.
16. 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. Skill in the operation of assigned vehicles, tools, and equipment.
5. Skill in working independently and in a team setting.
6. Skill in interpersonal relations.
7. Skill in oral and written communication.
8. 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 and Senior Building Maintenance Technician assign 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 policies; general building codes; maintenance, repair and warranty guidelines for a variety of equipment. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related 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 assist in the maintenance of jail and Sheriff's Office 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, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is subject to on-call status and is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts light objects and 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 building, an office, a jail or jail cell, in vehicles and outdoors. The employee may be exposed to aggressive, sick or injured persons or to noise, dust, dirt, grease, fire smoke, machinery with moving parts, contagious or infectious diseases or pathogens, irritating chemicals, hazardous materials and occasional hot, cold or inclement weather. The work may require the use of personal protective equipment (PPE) or devices such as masks with or without filtration, goggles 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

None.

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 standards. 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.

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- 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.
- 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.