

TITLE: Maintenance Technician

SO-Jail/9

DEPARTMENT: Sheriff's Office - Jail, Fayette County

JOB SUMMARY: This position is responsible for the maintenance of detention center building and facilities.

MAJOR DUTIES:

- o Maintains and repairs the sprinkler system; accompanies service providers for routine testing and repair; replaces broken sprinkler heads.
- o Checks and maintains perimeter gates, locks, doors, wire fences, pole lights, building locks, and roll-up doors.
- o Checks, repairs, and contacts repair technicians in regards to cameras and security equipment.
- o Checks and replaces lamps and ballasts.
- o Checks and maintains HVAC systems.
- o Checks and maintains kitchen equipment.
- o Repairs commercial laundry equipment.
- o Mows grass and trims hedges.
- o Maintains lawn maintenance equipment.
- o Maintains generator.
- o Purchases supplies as needed.
- o Checks and maintains fire extinguishers.
- o Paints bathrooms, corridors, and offices.
- o Checks and repairs cable television systems.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of construction materials, methods, and standards.

- o Knowledge of building and grounds maintenance procedures.
- o Knowledge of hand and power tools.
- o Skill in the operation of assigned vehicles, tools, and equipment.
- o Skill in interpersonal relations.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Director of Technical Services 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 building codes and county and division policies. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related maintenance duties. The variety of tasks to be performed contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to assist in the maintenance of jail buildings. Success in this position contributes to a safe and well maintained work environment for inmates and division personnel.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, vendors, inmates, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work 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.

**WORK ENVIRONMENT:** The work is typically performed in an office, stockroom, warehouse, or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and occasional cold or inclement weather.

**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 County Safety and Loss Control Guidelines.

**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**

- o 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.
- o 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.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.