

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

ADVANCED MAINTENANCE TECHNICIAN - SHERIFF

JOB GRADE: 13

JOB CODE: 525

Department: Sheriff
Reports To: Jail Administrator
Date: August 2015
FLSA: Non-Exempt
DOT Ref: 899.381-010

JOB DESCRIPTION

Performs routine and emergency maintenance and repairs on Sheriff's Department buildings while using a variety of hand and power tools. Performs a wide variety of activities such as electrical, carpentry, painting, plumbing work and heating, ventilating and air conditioning work. Layout and design work routine electrical, carpentry, painting, plumbing, and HVAC work and troubleshoot and maintain HVAC control systems. Orders food and supplies for department, and supervises inmates as needed.

ESSENTIAL JOB FUNCTIONS

- A. Perform a wide variety of building maintenance tasks involving plumbing, electrical, and carpentry tasks including HVAC maintenance and operation:
1. Perform routine repairs to electrical systems in county buildings such as replacing electrical motors, testing equipment with Multi-Meters, repairing and replacing defective breakers, wires, and receptacles.
 2. Perform emergency mechanical, plumbing, and electrical repairs as needed.
 3. Respond to work orders by performing such repairs as requested and complete work order form indicating actions taken.
 4. Repair kitchen and laundry equipment.
 5. Paint and replace ceiling tiles and grid when warranted.
 6. Hang and finish sheet rock, paneling and doors.
 7. Clear clogged drains, replace washers and faucets as needed.
 8. Adhere to safety and fire prevention rules and report any unsafe conditions to supervisor immediately.
 9. Make routine and emergency repairs to HVAC systems and related controls.
 10. Upgrade control systems to maintain and increase energy efficiency of systems.
 11. Perform minor layout and installation work of new or revised systems.
 12. Maintain elevator.
 13. Service and maintain locks, controls, and gates in jail.
- B. Participate in preventive maintenance program:
1. Perform routine inspections and equipment checks.
 2. Check and services motors, and replace air filters as needed.
 3. Maintain records of repairs and preventative maintenance performed on equipment.
 4. Assist in establishing and placing preventive maintenance programs into operation.
 5. Monitor preventive maintenance programs to insure that goals are met.

ESSENTIAL JOB FUNCTIONS (Continued)

- C. Perform other tasks to promote efficient operation of department:
1. Supervise inmates assigned as helper on various tasks.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of basic principles of building maintenance, including standard practices and methods of electrical power usage, plumbing, carpentry, drywall, painting and HVAC.
- Knowledge of electrical systems, plumbing practice and HVAC systems.
- Knowledge of materials, essential spare parts and equipment necessary for maintaining county facilities.
- Knowledge of Federal and State regulations relating to usage, control and disposal of approved refrigerants.
- Knowledge of safety rules, including accident causation and prevention.
- Knowledge of county and departmental policies, procedures, regulations and rules
- Knowledge of tools and equipment used in building maintenance.
- Ability to complete work order forms and equipment performance reports.
- Ability to understand mechanical reports, blueprints, and wiring and controls diagrams.
- Ability to communicate orally with co-workers, supervisor, and contractors.
- Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner.
- Ability to understand and carry out oral and written instructions.
- Ability to prepare simple plumbing and electrical layouts.
- Ability to revise and upgrade control systems to enhance overall operation and efficiency.
- Ability to maintain inventory of materials, spare parts, and equipment commonly used in maintenance and repair of buildings.

MINIMUM QUALIFICATIONS

- Graduation from a standard senior high School or G.E.D. certificate plus two (2) years of building maintenance work which includes electrical, plumbing, HVAC, carpentry, and required reading building plans, specifications and blue prints or an equivalent combination of education and experience.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.
- Must possess a Universal Refrigeration Technician Certificate. Individuals hired without this certificate must obtain it within 90 days following hire date.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.