

LINN COUNTY CLASSIFICATION

TITLE: JAIL MAINTENANCE WORKER
NUMBER: 668
PAY RANGE: 12
CATEGORY: DSA

APPROVAL ORDER
NUMBER: 2001-312
DATE: June 26, 2001

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs building maintenance duties in the Linn County Jail and the Sheriff's Office. Assists with the supervision of inmate workers.

SUPERVISION RECEIVED: Works under the direction of the Programs Lieutenant or designee who assigns duties and evaluates performance and adherence to established policy.

SUPERVISION EXERCISED: Supervision of other employees is not a regular responsibility of this position; however, for the purposes of coordinating maintenance activities, the Maintenance Worker may exercise limited supervision over inmate workers.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Repair, service and provide regular and preventative maintenance of gas, water and air heaters, electrical systems, motor appliances, air conditioners and alarm systems.
2. Perform carpentry work as needed.
3. Repair building hardware as needed, including the coding and cutting of keys, and changing locks.
4. Repair and regular maintenance of plumbing fixtures and pipes and fire system.
5. Maintain tools and work area in good order. Maintain inventory of tools at all times.
6. May supervise inmate workers who do various tasks around the jail.
7. Establish and perform a preventive maintenance program for all areas in the jail area.
8. Report any area that needs attention that he/she can't repair or maintain.
9. Maintain inventory of inmate clothing, bedding, laundry and cleaning supplies. Order items as needed.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

12. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge in electrical, HVAC, plumbing, carpentry and general maintenance.

EXPERIENCE, EDUCATION AND TRAINING: Four years of progressively responsible experience in building maintenance with experience in plumbing, electrical, heating and cooling system repair. Experience in painting, masonry and carpentry and a thorough knowledge of the materials and tools needed to complete repairs to the facility. Graduation from a senior high school or possession of the equivalent GED Certificate; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written and oral interview as prescribed by the Sheriff's Office. Journeyman's card in maintenance (mill wright), carpentry, electrical or refrigeration is preferred, but not required. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Shall maintain a valid First Aid and CPR card. Must reside in Linn County or be willing to relocate if hired.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed both indoors and outside and is physically demanding. Work requirements include the ability to see, talk and hear; sit, stand and walk; bend, stoop and kneel; use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. The work requires the ability to lift, move or carry fifty (50) pounds. Work is performed in an environment that involves everyday risks or discomforts requiring safety precautions.