JOB DESCRIPTION

JOB TITLE: Maintenance Supervisor
STATUS: Non-Exempt/Non-Union
DEPARTMENT: Jail
DEPARTMENT #: 209

GENERAL SUMMARY: The incumbent of this classification oversees general physical plant maintenance, supervises maintenance worker and all work projects, ensures all warranty requirements of physical plant are met and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED: Reports to and receives direction from the Deputy Warden.

ESSENTIAL JOB FUNCTIONS:

- Coordinates all preventive and necessary maintenance for the physical plant.
- Trains subordinates in all aspects of facility maintenance.
- Initiates contact with maintenance contractors.
- Develops a preventive maintenance plan for the physical plant.
- Schedules work requests.
- Ensures the upkeep of the interior and exterior of the entire jail.
- Performs other functions in a correctional setting as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the standard tools and practices of the various trades such as mechanical, electrical, plumbing, painting, carpentry and plastering.
- Knowledge of the occupational hazards and safety precautions of the mechanical and building trades.
- Knowledge of the principles and practices of supervision.
- Ability to assign and review the work of subordinate staff.
- Ability to be on-call for facility needs.
- Ability to react quickly and calmly in an emergency.

MINIMUM JOB REQUIREMENTS:

- Graduation from high school or possession of a GED certificate.
- Three years of experience in a maintenance position with supervisory duties.
- Knowledge of HVAC, electrical components, plumbing dry wall, masonry and carpentry.
- Must be twenty-one years of age.

WORKING CONDITIONS:

- Hazardous duties associated with working with adults incarcerated in a medium or maximum security facility.
- Contact with inmates and other staff.
- May be called to any area of the facility that requires maintenance work.
- Work is typically performed in various areas of a correctional center.
- Must be able to physically respond to an emergency situation.
- Must be able to assist in an evacuation or rescue.

OTHER REQUIREMENTS:

- Possession of a valid driver's license may be required.
- Heavy Lifting

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.