

JAIL MAINTENANCE SUPERVISOR

GENERAL STATEMENT OF DUTIES

Performs supervisory and skilled work in the installation, maintenance and repair of electrical and mechanical equipment and in the maintenance and repair of buildings and grounds for the county jail.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for the maintenance, repair and installation of plumbing, heating and electrical equipment and for the maintenance and repair of buildings. Assignments are of the nature that may require work performance at a journeyman level in more than one building trade skill. Tact and firmness are required in dealing with contractors, prisoners and the general public. Employee works independently in performing and supervising assigned tasks. Work is evaluated on the basis of compliance with work orders and success in keeping equipment in proper working condition and through periodic conferences with the Jail Administrator.

ILLUSTRATIVE EXAMPLES OF WORK

- Performs skilled work in the installation, maintenance, and repair of steam lines, steam traps, valves, and water pumps.
- Maintains and repairs refrigeration, electrical heating and cooling equipment.
- Rebuilds and installs electric and gas hot water heaters, and related water systems.
- Replaces faulty switches, sockets, plugs, fuses, insulators, and other parts of electrical systems pertaining to heating plants.
- Maintains all tools in a secure storage area; issues tools in accordance with a prescribed system of internal accountability; conducts routine inventory of all tools; maintains tool report.
- Escorts/Supervises any private or contract repair/maintenance workers while inside the secure perimeter of the county jail.
- Ensures that all hazardous/toxic materials are stored in original containers with warning labels and are maintained in a secure metal cabinet.
- Receives maintenance requests from the Shift Supervisor and ensures that each request is handled efficiently and appropriately.
- Develops, implements and performs a routine facility maintenance schedule.
- Supervises prisoners engaged in routine or skilled maintenance work.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the methods, practices, tools and material used in the general maintenance and repair of buildings, equipment and machinery.
- Considerable knowledge of building construction, materials and practices of the building trades.
- Considerable knowledge of heating plant operations.
- Working knowledge of North Carolina Minimum Jail Standards and local, state and federal regulations and requirements.
- Ability to understand and work from sketches or penciled drawings.
- Ability to operate the more common types of machine shop equipment.
- Ability to deal tactfully and firmly with contractors, prisoners and the general public.
- Ability to supervise the work of unskilled workers.

MINIMUM EDUCATION AND EXPERIENCE

High school graduate with five (5) years of journeyman level experience in at least two building trade skills

including one (1) year of supervisory experience; or an equivalent combination of education and experience.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Randolph County 7/2002