

VACANT POSITION
DEPARTMENT: CORRECTIONAL INSTITUTION
SUBMIT APPLICATION, PROOF OF EDUCATION, AND A COPY OF CORRECTIONAL OFFICER POST CERTIFICATION OR COMPASS/ASSET/ACCUPLACER TEST RESULTS TO:
employment@spaldingcounty.com or 119 E. Solomon Street, Room 110
CLOSING DATE: Position will remain open until filled

Job Title: Maintenance Technician (Position #1546)
Salary: Pay Grade 13; Hiring Rate based on \$35,313 per year.
Provisions of Personnel Ordinance for promotion/demotion/transfer
Work Schedule: 7:30 a.m. -4:00 p.m.; M-F, some overtime required.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma or state-awarded GED required with vocational/technical school training and a minimum of three to five years practical experience as a mechanical, electrical, plumbing, and/or maintenance engineer with supervisory experience (or similar); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Ability to become POST Correctional Officer certified within probationary period is required. Must possess and maintain a valid Georgia Driver's License.

GENERAL STATEMENT OF DUTIES: Under limited supervision, supervises work crews which are composed of inmates. Acts as a lead worker by assigning work and/or delegating specific activities and assignments, and performs maintenance work when qualified inmates are not readily available. Reports to the Deputy Warden of Security or Warden.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of light and heavy equipment, machines and tools, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of twenty to one hundred fifty pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Supervises and directs inmates, handling inmates' concerns and problems, directing work, counseling, and disciplining.

Acts as a lead worker when assigned; delegates work to assigned inmates; provides instruction and/or demonstrates work to be performed.

Performs various tasks typically performed by inmate workers if a qualified inmate is not available; repairs lawn equipment; performs welding tasks; performs other maintenance and repair tasks to assist in keeping facility in safe, operational condition.

Makes necessary repairs on security equipment such as cell doors, cameras, interface panels, or other equipment; coordinates projects and work activities with outside contractors.

Researches catalogs/manuals to locate parts needed for repair; coordinates ordering of needed parts and facilitates installation.

Ensures the completion of work projects and assignments; oversees the fire alarm systems, cameras, door locks and gates for the Correctional Institution, checking for errors and confirming adherence to specific County work-related safety procedures and policies.

Provides oversight and working knowledge of electronic security equipment, along with the computers and their components.

Provides work projects associated with carpentry work and cabinets for the facility.

Identifies, secures, and maintains inventory of tools and parts required to complete projects; prepares material lists as needed; places orders and picks up materials as needed.

Maintains work orders and cost through Facility Dude (Maintenance Program).

Operates a variety of tools and machinery related to repairing and maintaining systems, such as refrigeration and ice machines, cameras, door locks, gates, etc.

Maintains a preventive maintenance program on kitchen equipment, laundry equipment, exhaust fans, fire extinguisher equipment, and other equipment as designated by state regulations and facility management.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

July 9, 2020