



Maintenance Technician
Sheriff's Department

SD/11
Pay Grade: 12

JOB SUMMARY

This position performs technical duties in the repair and maintenance of department buildings, including the county jail.

MAJOR DUTIES

- Processes and completes work orders.
- Inspects the county jail for maintenance and repair needs.
- Installs electrical fixtures; replaces wires, electrical plugs and switches.
- Installs soap and towel dispensers.
- Repairs and installs steel tables and stools.
- Repairs mirrors in jail cells.
- Repairs bunk beds.
- Repairs cell doors.
- Repairs HVAC systems.
- Replaces mainline valves.
- Replaces and repairs doors, hinges and door knobs.
- Repairs and paints ceilings.
- Repairs and installs kitchen fixtures.
- Makes welding repairs.
- Installs shelves and furniture.
- Waxes and buffs floors.

- Makes plumbing repairs.
- Orders and purchases supplies as necessary to complete projects.
- Changes light bulbs and ballasts.
- Responds to after-hours emergencies.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of electrical system installation, repair and maintenance.
- Knowledge of relevant construction codes.
- Knowledge of the tools and equipment used in building repair and maintenance.
- Knowledge of department policies and procedures.
- Skill in diagnostic troubleshooting.
- Skill in the operation of job-related tools, vehicles and equipment.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Maintenance Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county policies and procedures, federal safety regulations, and state and local electrical and building codes. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Electrical hazards contribute to the complexity of the position.
- The purpose of this position is to perform technical duties in the maintenance and repair of department buildings, including the county jail. Success in this position ensures safe and well-maintained buildings and facilities.

CONTACTS

- Contacts are typically with coworkers, vendors, contractors, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office, stockroom, warehouse, and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Must have a high school diploma or GED from an accredited institution.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date