

CLASS SPECIFICATION



CLASS: Correctional Maintenance Technician I/II
ALLOCATION: Sheriff's Department
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: February 2013
REVISED:

JOB SUMMARY:

Learn and perform semi-skilled and skilled building trades such as electrical, painting, cabinet/furniture making, metal fabrication, plumbing, fire alarm/sprinkler systems, air conditioning/refrigeration, heating or environmental systems and control; perform installations, maintenance, regular and emergency repairs to buildings, structures and equipment in a correctional facility; and perform related duties as assigned.

Correctional Maintenance Technician I:

Initially under limited supervision, incumbents learn, assist and perform a variety of semi-skilled maintenance, construction and repair work in correctional facilities as well as learn County and departmental policies and procedures. As experience is gained assignments become more complex and are performed under more general supervision. This is the entry level in the correctional maintenance series. This class is flexibly staffed with Correctional Maintenance Technician II and incumbents may advance to the II-level after gaining experience, demonstrating proficiency, and meeting the qualifications for the II-level.

Correctional Maintenance Technician II:

Under general supervision, perform the full range of semi-skilled and skilled construction, remodeling and building maintenance duties in a correctional facility with considerable independence. This is the journey-level in the correctional maintenance series.

CLASS CHARACTERISTICS:

This position reports directly to a Correctional Sergeant or Correctional Lieutenant. This class is distinguished from Building Maintenance Technician I/II in that the Correctional Maintenance series maintains County-operated secure facilities including correctional specific equipment and requires knowledge of correctional protocols and security.

EXAMPLES OF DUTIES:

Essential:

Correctional Maintenance Technician I:

- Observe safe work practices and use appropriate safety equipment as necessary; secure worksites from hazards as necessary; install warning signage and safety devices; attend and participate in safety meetings; identify safety issues and concerns.
- Conduct regular inspections of correctional facility and equipment and diagnose problems as necessary; repair identified issues when able or recommend solutions.
- Perform routine preventative maintenance on (but not limited to) boilers, pumps, generators, motors, controls, valves, regulators, compressors, air-conditioning components and other electrical systems; change air filters on heating, ventilation, refrigeration and air conditioning equipment.
- Learn to/assist and perform routine metal fabrication and welding, both arc and acetylene.
- Service, repair and maintain plumbing and piping equipment; repair and adjust plumbing equipment and apparatus (i.e. replace broken pipes, clean plugged drains, replace washers and gaskets, replace faucets and valves, clean grease traps, and flush sewer lines).
- Assist in exposing, repairing and clearing clogged sewer lines.
- Pull wire for computer and electrical use; perform electrical service assessment.
- Operate, maintain and repair County buildings, structures and equipment assigned to the Correctional function.
- May act as a lead by directing the work of persons on work release, inmate workers and volunteers; may prepare and submit documented incident reports.

Correctional Maintenance Technician II (in addition to the above):

- May independently perform the duties listed under Correctional Maintenance Technician I.
- Troubleshoot and make repairs identified by utilizing schematics and diagrams or other diagnostic methods.
- Install, troubleshoot and repair plumbing including copper, galvanized, DWV and other piping types, and finish and service plumbing fixtures.
- Check boiler and pump motors for loose and cracked belts; inspect boilers and pumps to ensure proper and safe operation; depending on qualifications may independently repair this equipment.
- Sewage pump and lift system maintenance.
- Maintain emergency power service and troubleshoot related issues.
- Grease bearings on motors and blowers.

- Assist the maintenance and repair of heating and air conditioning systems, and evaporative coolers, including cutting, fitting and installing gas and water pipes; wash HVAC coils, depending on qualifications may independently service this equipment.
- Determine time, staff and material needs; assist in the preparation of bids and cost estimates for required maintenance and/or repair jobs; requisition supplies and materials with direction from supervisor; coordinate repairs with vendors and maintain records of the costs associated with time and materials.
- Maintain and repair security cameras and closed circuit monitoring systems, door hardware and locks, including automated door security systems.
- Monitor commercial chiller equipment, chilled water supply and return delivery systems and associated cooling towers for proper water level and cooling impacts and as qualified, maintain systems and make appropriate repairs.
- Assist in the repair of commercial kitchen equipment, including refrigerators, convection ovens, ice machines, stove tops, electric mixers, washing machines and dryers, depending on qualifications may independently service this equipment.
- Independently install, maintain and repair various lighting systems.
- Plan, assign and schedule own workload with minimal direction from supervisor; may cross-train other maintenance technician's in areas of expertise.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May be required to drive a motor vehicle to access work locations; attend a variety of meetings and trainings as required.
- Use standard office equipment, including a computer, in the course of the work.
- Meet with vendors and sign off on completion of work.

EMPLOYMENT STANDARDS:

Knowledge of:

Correctional Maintenance Technician I:

- Principles and practices of work safety.
- Standard methods, tools, equipment and materials used in general building maintenance work, plumbing maintenance and repair work, and carpentry.
- Methods, practices and techniques required for the maintenance and repair of buildings and grounds.
- Pertinent federal, state, and local laws, codes and regulations.
- Basic record keeping principles and practices.
- Methods of preparing surfaces for painting and the supplies used.

Correctional Building Maintenance Technician II (in addition to the above):

- Requirements needed to meet and pass State Fire Marshall, Board of State and Community Corrections, Immigration and Customs Enforcement (ICE), Health Department and other agency inspections.
- Cal/OSHA regulations related to the work being performed.
- Principles and practices of jail operations and security.
- Principles and practices of building maintenance and inspection.
- County and departmental operations, terminology, rules, policies and procedures.
- Standard methods, tools, equipment and materials used in electrical installation and repairs, basic heating, refrigeration and air-conditioning equipment maintenance and repair work.
- Principles and methodology in locksmithing and automated building security controls.
- Boiler safety and maintenance procedures.
- Chiller equipment safety and maintenance procedures.
- Plumbing and electrical systems in County buildings.
- Use and purpose of standard materials, tools, equipment, practices and methods used in metal fabrication and welding.

Skill in:

Correctional Maintenance Technician I:

- Understanding and carrying out verbal and written instructions/directions.
- Learning and performing a variety of routine to semi-skilled facilities maintenance work.
- Communicating clearly and concisely, both verbally and in writing.
- Researching regulations, procedures and/or technical references.
- Maintaining accurate records and documenting action-steps taken to complete projects.
- Utilizing various automated system programs to complete required written reports.

Correctional Maintenance Technician II (in addition to the above):

- Using initiative and independent judgment within established procedural guidelines.
- Organizing and prioritizing work assignments.
- Locating conditions which require maintenance and repair work.
- Performing skilled work in the various building trades.
- Estimating the scope of each work assignment.
- Determining how a system should work and how changes in conditions, operations and the environment will affect outcomes.
- Understanding, interpreting and explaining regulations and policies governing facilities maintenance and operations in a public service agency.
- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Ability to:

Correctional Maintenance Technician I:

- Recognize potential safety hazards and utilize proper precautionary / reporting procedures.
- Accept criticism, keep emotions in check, maintain composure and respond appropriately and effectively in difficult, high-stress or emergency situations.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Pay careful attention about detail and be thorough in completing work tasks.
- Use tact, patience and courtesy.
- Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner.
- Maintain a clean and comfortable working environment that is continuously affected by weather conditions and equipment failures.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Analyze situations accurately and make effective decisions.

Correctional Maintenance Technician II (in addition to the above):

- Work independently in the absence of direct supervision.
- Remain alert at all times and react quickly and calmly in emergency situations.
- Interpret and apply federal, state and local policies, laws and regulations.
- Read and understand building plans and blueprints and work according to plans and specifications.
- Identify problems and make routine repairs on a wide variety of heating, ventilation and air conditioning units.
- Make rough sketches and accurate estimates of material required in repair and maintenance work.
- Develop a preventative maintenance work schedule for a variety of HVAC units, electric motors, commercial chiller equipment, boilers and related equipment.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Perform physical activities that require considerable use of arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, kneeling, crouching and crawling.
- Lift, carry, push and/or pull equipment and supplies weighing up to 25 pounds on a routine basis; between 40 and 80 pounds occasionally and up to 100 pounds with proper equipment.
- Operate a variety of tools, equipment and vehicles used in performance of daily tasks.
- Frequently walk, stand or crouch on narrow, slippery and erratically moving surfaces.
- Frequently work on ladders, in confined or awkward spaces and at considerable heights.
- Travel to other locations using various modes of transportation.
- Wear respiratory protection devices.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work in a standard office setting, a correctional environment with occasional travel, and industrial environments including building machinery rooms, attics and building access areas.
- Work extended hours including evenings, weekends and holidays, including emergency response.
- Exposure to all weather conditions and machine noises.
- Occasionally exposed to fumes or airborne particles, high precarious places, and toxic or caustic chemicals.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Upon conditional offer of employment, candidates must submit to and pass a medical evaluation for respirator use.
- Facial hair must be maintained in such a way as to ensure proper fit of respiratory protection devices.
- May be called to work in emergency situations, including nights and weekends.
- Must be willing to occasionally work off-hours, weekend and holidays as workload and emergencies demand.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

CORRECTIONAL MAINTENANCE TECHNICIAN I:

MINIMUM: Graduation from high school and one year of experience in at least one of the following building trades: carpentry, electrical, plumbing or heating/air conditioning.

PREFERRED: In addition to the minimum, completion of an approved apprenticeship program in a designated skilled trade, Certification within a related trade, and two additional years of responsible experience performing building and grounds maintenance or the repair and construction of buildings and experience working in a correctional or lock-down facility. .

CORRECTIONAL MAINTENANCE TECHNICIAN II:

MINIMUM: Graduation from high school and three years of responsible experience in at least one of the following building trades: carpentry, electrical, plumbing or heating/air conditioning with at least one year experience at a level equivalent to the County's class of Correctional Maintenance Technician I.

PREFERRED: In addition to the minimum, completion of an approved apprenticeship program in a designated skilled trade, Certification within a related trade, a General Contractor's License, Welding Certification, Electrical and/or HVAC Technician Certification, Refrigerant Transition and Recovery Certification as a Universal Technician, certification as required to operate a HILTI nail gun device and up to five years of responsible experience performing buildings and grounds maintenance or the repair and construction of buildings and experience working in a correctional or lock-down facility.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Sheriff Dept. Approval: Undersheriff Jerry Read
Date:

EEOC: G
WC: 9420

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____