

**POSITION DESCRIPTION
MAINTENANCE ASSISTANT**

POSITION SUMMARY

Full-time position responsible for addressing maintenance issues throughout the facility including preventive maintenance, installation or repair of mechanical doors, plumbing, electrical systems within the facility,

EXAMPLES OF DUTIES

Although it is not possible to provide an exhaustive list of all types of duties, responsibilities and performance standards, the following are the essential job functions:

- Use of hand tools, light industrial tools to complete fabrication, maintenance, repair to the structure of the building as well as its mechanical, electrical.
- Lubricates and cleans parts as part of an on-going preventive maintenance program
- Regularly inspects and reports defective equipment
- Maintain inventory and control over all tools, parts utilized for maintenance
- Prioritize requests for maintenance assistance
- Accompanies contract repair service while at the facility
- Perform related work as directed

FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION

A: KNOWLEDGE REQUIRED

- Knowledge of work standards and practices in various building trades such as electrical, plumbing, HVAC, pipe fitting and plumbing is required.
- Strong knowledge and skills in standard practices, processes, materials and equipment used in the maintenance and repair of the building, and mechanical equipment is required.
- The employee must maintain equipment of the industrial kitchen and have knowledge of all aspects of maintenance filed and building trades.

B: QUALIFICATIONS

- This position requires a high school diploma or technical or vocational schooling desired.
- Work experience in Facilities Maintenance or building trades may be substituted.
- The employee must have skill in the use of various construction tools and equipment, routine and emergency plumbing repairs, and the ability to assist in performing preventative maintenance of various commercial machinery and equipment.
- The employee needs to be able to maintain accurate records, have clear written and oral communication skills, and establish and maintain effective working relationships with supervisors and co-workers.

C: LICENSE

- Possession of an appropriate category of driver's license is preferred at time of appointment.

FACTOR 2 – SUPERVISORY CONTROL

- Reports to Maintenance Supervisor

FACTOR 3 – GUIDELINES

- Donald W. Wyatt Detention Facility policies and practices, the Collective Bargaining Unit Agreement and Federal, State and local laws especially fire codes, building codes, OSHA, EPA regulations

FACTOR 4 – PERSONAL CONTACTS

- Contacts include other department heads, the Warden, line staff, detainees, outside vendors and licensed professionals.

FACTOR 5 – ESSENTIAL FUNCTIONS

- Read blueprints and schematics.
- Knowledge of mechanical repair, industrial tools, plumbing, electrical and electronics
- Able to utilize Microsoft Word, Excel other facilities related software.
- Maintain a safe work environment
- Maintain security over all tools, parts, etc in accordance with the policies and procedures of the facility.

FACTOR 6 – PHYSICAL DEMANDS

Ability to:

- React to physical confrontations and emergency situations quickly and effectively
- Stand and sit for long periods of time
- Bend, reach, kneel, and crouch
- Climb up and down stairs and ladders with speed and agility
- See clearly and recall visual details
- Hear and understand speech and radio transmissions
- Lift up to 50 pounds
- Perform multiple physical tasks simultaneously
- Drive vehicles including automobile and van
- Speak clearly.
- Snow removal, shoveling and plowing.

FACTOR 7 – WORK ENVIRONMENT

- This factor leaves this position open to daily stress and exposure to potentially dangerous situations, such as physical attack.
- For this reason proper handling of tools and keys must be in continuous practice.
- Position may be stressful to some individuals

TRAINING AND EXPERIENCE:

- General reading, writing, and math skills equivalent to those normally obtained through a high school education.