



HAYS COUNTY JOB DESCRIPTION

FACILITY MAINTENANCE

Job Code	Grade	FLSA Exempt Status	Safety Sensitive	Phone Allocation
0195	110	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reports to			Current Version Date:	
Lead Facility Maintenance Supervisor			9/1/17	

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under direct supervision, the Facility Maintenance employee performs building and grounds maintenance in and around Hays County providing a clean jail, safe and aesthetic environment. This position performs a variety of skilled maintenance duties and involves addressing a variety of problems and situations. This position affects the operation of the Sheriff's Office, which may include the well being of the citizens of Hays County. This position must have a strong work ethic. The Facility Maintenance employee must follow directions, meet deadlines, have good attendance, be punctual, be reliable, have honesty, integrity, be free from moral turpitude, and have a proper attitude. The employee must be available to communicate with others at all times.

Responsibilities

- Maintains all Sheriff's Office buildings to include jail, public safety building, mechanic's shop, satellite buildings and pertinent outbuildings
- Maintains, troubleshoots and repairs cameras, monitors and lighting for all Sheriff's Office buildings
- Maintains and repairs electrical control devices within the jail and office areas
- Maintains and troubleshoots electrical doors and cell locks
- Maintains kitchen and laundry equipment including dishwasher, mixer, freezer, walk-in cooler, washing machines, dryers, and a variety of related equipment
- Maintains emergency lighting equipment to include emergency generator
- Maintains HVAC equipment throughout the jail, public safety building, mechanic's shop, satellite buildings and pertinent outbuildings
- Maintains and repairs plumbing throughout the jail, public safety building, mechanic's shop, satellite buildings and pertinent outbuildings
- Works inside and outside the facility providing maintenance in order to provide for the security of the jail facility
- Performs periodic maintenance inspections of the facilities
- Provides services in an on-call status for 24-hour periods
- Creates and implements preventative maintenance schedules for all Sheriff's Office buildings
- Escorts, assists and advises private contract personnel
- Provides routine budgetary and status reports to Jail command staff through the Lead Facility Maintenance
- Ensures weekly maintenance reports are submitted to Jail command staff through the Lead Facility Maintenance
- Works in concert with the Budget Coordinator to create purchase orders for vendors in the absence of the Lead Facility Maintenance
- Reads blueprints, manuals and schematics to ensure proper repair and/or maintenance of equipment
- Performs other duties as assigned

Knowledge Required

- Exceptional knowledge of the principles and practices of preventative maintenance procedures
- General knowledge of Hays County regulations, policies, and procedures
- General knowledge of security procedures required when working with power tools and other dangerous equipment in and around a jail facility
- General knowledge of radio procedure
- General knowledge of general construction and renovation techniques to include electrical circuitry, mechanics of heating, ventilation, air conditioning equipment and plumbing

Skills Required

- Exceptional skill in the safe operation of power tools
- Exceptional skill in workload management
- General skill in interacting with inmates during the course of work
- General skill in establishing and maintaining effective working relationships with County staff and the general public
- General skill in reading and interpreting blueprints, diagrams and schematics
- General skill in customer relations
- General skill in maintaining careful watch on tools while working around inmates
- General organizational skills
- General skill in expressing oneself clearly and concisely, both orally and in writing
- General skill in interacting with people in all socio-economic levels
- General skill using computers and software (Excel, Word, Outlook, Work Order System)

Education and/or Experience

- Any combination of experience or training may be substituted on a year for year basis
- Requires High School diploma or GED
- Requires four years building construction, maintenance, repair and preventative maintenance on institutional buildings
- Prefer a trade certification from a trade school

Other Qualifications, Certificates, Licenses, Registrations

- A/C certification (preferred)
- Class C TX Driver's License
- Ability to maintain continuing education requirements for the State of Texas

Supervision

- The Facility Maintenance employee is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy, completeness, and adherence to instruction
- This position does not supervise any personnel

Emotional Demands

The Facility Maintenance employee meets with contacts in a structured setting at the jail, public safety building, mechanic's shop, satellite buildings and pertinent outbuildings. The contacts are generally cooperative.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job as defined by the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel
- Reach with hands and arms
- Talk
- Hear– Demonstrate the ability to clearly understand one-on-one conversations, communicate on the telephone, and to be aware of any situations or conversations going on in your peripheral space for public safety issues

- Frequently stand, walk, kneel, stoop, climb ladders, crouch sit and balance
- Maneuver in small places, position oneself in unusual and often inconvenient positions
- Occasionally lift and/or move objects weighing up to 80 pounds
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Vision acuity must be correctable to 20/20 in both eyes

Work Environment

While performing the duties of this job, the employee works in and around a public safety and jail facility with inmates nearby. The employee must be watchful of tools and other items used in the course of the day. The work involves everyday risks or discomforts requiring normal safety precautions typical of a jail facility. The employee may be required to wear protective gear. The employee may be subject to outside weather conditions and work with and around high electrical charges and other potentially dangerous conditions.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my Lead Facility Maintenance within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my Lead Facility Maintenance if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my Lead Facility Maintenance can instruct me to take compensation time.

Employee Signature

Date

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. List any and all accommodations that are needed to satisfactorily perform the essential functions of the position:

Prepared by:	Created and Updated:	Reviewed – no changes
Sheriff's Office	11/2000, 4/2009, 2/2012, 1/2013, 10/2014, 10/2015, 5/2016, 9/2017	xxxx

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