



## **Building Maintenance Technician/Work Detail Supervisor (2190)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 12

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to perform security and work functions associated with overseeing the safety and security of inmates assigned to work detail performing general maintenance and construction.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Distinguishing Characteristics:**

Incumbents in this classification are regularly assigned inmate workers and are responsible for their direction, productivity and safety. This classification performs the duties of Building Maintenance Technician to complete assigned work activities when inmates are not assigned.

### **Typical Duties**

Directs, oversees and trains inmates assigned to crew: assigns and reviews work; evaluates training needs and provides instruction; establishes and promotes worker morale and teamwork; ensures security of inmates: picks up inmates for work detail and returns them upon completion of work; oversees work details; provides security for inmates.

Performs a variety of building and facility maintenance duties: provides skilled work (carpentry, plumbing, electrical, etc.) to complete work order assignments; oversees the work of inmates assigned to functions in work unit.

Performs a variety of facility construction and remodeling functions including painting and staining, building and placing shelves and other storage structures, building and/or moving walls; and replacement of windows.

Performs other related duties as required.

### **Minimum Qualifications**

High School Diploma or GED required, with vocational or technical school training in related field; supplemented by three years of experience in building construction; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license. Must possess and maintain Correctional Officer certification.

## **Performance Aptitudes**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to act as a crew leader or lead worker, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating fitness for work demands.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert moderate physical effort, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-40 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, machinery, vibrations, electric currents, bright/dim lights, and toxic agents.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice. (Created July 2019)*