

MAINTENANCE TECHNICIAN

Sheriff's Department Jail Division or Public Safety Complex

Job Purpose:

Perform cleaning and maintenance of the Montgomery County Jail or the Public Safety Complex to ensure the facility and equipment within remains clean, operational and sanitized where needed. Perform preventative maintenance on equipment and building and other related duties as required.

Some of the duties and responsibilities of a Maintenance Technician:

1. Clean buildings and grounds of the Jail or Public Safety Complex.
2. Clean and maintain equipment within the Jail or Public Safety Complex.
3. Maintenance duties include one being familiar with and able to perform minor repairs on plumbing, electrical, and HVAC.
4. Painting and landscaping as needed.
5. Custodial duties include:
 - a) cleaning, stripping and waxing floors
 - b) shampooing carpets
 - c) cleaning, sanitizing and restocking bathrooms
 - d) emptying trash receptacles
 - e) vacuuming
 - f) dusting
 - g) cleaning windows
 - h) other general cleaning as required

This position requires the candidate:

- Be 18 years of age.
- Must be legally able to work in the United States.
- Possess a High School diploma or equivalent.
- Possess a valid Tennessee Drivers License.
- Not to have been convicted of any felony offense or convicted of a misdemeanor offense within the past 5 years.
- Not to have been charged with any domestic violence offense.
- Be a Montgomery County Resident or a Tennessee resident of a County contiguous to Montgomery County.
- Be able to pass a thorough background investigation.
- Be able to pass a psychological and physical examination (to include drug screening).
- Be able to lift and/or carry weight while utilizing safe carry/lift method per OSHA/TOSHA guidelines.
- Must have acceptable credit. (no judgments or collections).
- Be able to work different shifts, weekends, and holidays.

Have reliable transportation and a home or cell phone.
Be able to work overtime when required.
Must have 3 years of continuous maintenance experience.

Hiring procedure is as follows:

1. Criminal History check.
2. Credit review. (No judgments or Collections).
3. Board Interview.
 Successfully pass an oral interview.
5. Thorough background investigation.
6. Psychological evaluation.
7. Physical examination (to include a drug screen)

Salary: \$11.17 per hour, 40 hour work week, \$23,233.60 yearly salary.

The application you submit will be kept for a period of one year from the date of submission.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM
ESSENTIAL JOB FUNCTIONS AS A MAINTENANCE TECHNICIAN**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of tools and equipment such as: buffers, vacuums, small hand and power tools, etc. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally, and/or up to twenty-five pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical and administrative information. Includes giving assignments and/or directions to coworkers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to building maintenance

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques, to make independent judgments in absence of supervision and to acquire knowledge of topics related to the job.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials, to explain procedures and policies and to follow verbal and written instructions, guidelines and objectives.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

INTERPERSONAL TEMPERMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials). Must be adaptable to performing under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking-expressing or exchanging ideas by means of spoken words). (Hearing-perceiving nature of sounds by ear)

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the County and Sheriff's Department practices as they pertain to the performance of duties relating to this job. Has general knowledge of cleaning and building maintenance practices as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports in a concise, clear and effective manner. Is able to use independent judgment and work with the little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has general knowledge of the terminology, principles, and methods utilized within the department.

