

**SECURED FACILITIES MAINTENANCE TECHNICIAN
SENIOR SECURED FACILITIES MAINTENANCE TECHNICIAN**

DEFINITION

To perform maintenance and repair duties in County buildings and on equipment, machinery and structures incorporated into a secured facility.

DISTINGUISHING CHARACTERISTICS

The Secured Facilities Maintenance Technician performs journey level work to install, operate, repair and maintain a variety of building electronic systems and related mechanical equipment located in County-operated secured facilities. Secured Facilities Maintenance Technician is distinguished from other Building Maintenance classifications in the specialized knowledge required to perform electro-mechanical work.

It is distinguished from the Senior Secured Facilities Maintenance Technician, which is the advanced journey level class within the series. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of all operating procedures.

SUPERVISION RECEIVED AND EXERCISED

Secured Facilities Maintenance Technician:

Receives general supervision from higher-level supervisory and management staff; may exercise functional and technical supervision over inmate work crews.

Senior Secured Facilities Maintenance Technician:

Receives direction from the Building Maintenance and Inspection Director; may exercise functional and technical supervision over less experienced staff and inmate work crews.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Operates, repairs and maintains County buildings and structures assigned to the Secured Department.

Secured Facilities Maintenance Technician

Rev.- 01/01/05
Rev.- 01/01/06
Rev.- 01/01/07
Rev.- 07/01/07
Rev.- 01/01/08

Res. # 2005 - 022
M.O. #8-1/04/06
M.O. #19b-1/4/07
M.O. #19b-1/4/07
M.O. #19b-1/4/07

Senior Secured Facilities Maintenance Technician

Rev.- 01/01/05
Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08

Res. # 2005 - 022
M.O. #6-3/21/06
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07

Replaces filters for HVAC system on scheduled basis.

Locates problems and performs necessary repairs on malfunctioning equipment.

Maintains and repairs general plumbing systems; installs fresh water piping, valves, fittings and other fixtures; cuts and threads pipe or installs PVC pipe for overflows; inspects, maintains and repairs fire prevention sprinkler system.

Performs maintenance, repair and scheduled services on the jail's mechanical / electronic locking doors with overhead closures, rack system, dead bolts and/or solenoids.

Inspects, repairs and replaces switches, outlets, light ballasts, light fixtures, bulbs/tubes, and other electrical fixtures.

Performs maintenance and/or repair on closed circuit television systems.

Performs light carpentry in the maintenance of assigned buildings, including furniture repair, construction of shelving, and minor remodeling.

Performs maintenance and/or repair on low voltage intercom systems.

Repairs broken floor tiles and cement block.

Prepares surfaces for painting; paints using roller, brush or spray equipment as required.

Operates, maintains, cleans and repairs a variety of hand and power tools used in building and equipment maintenance.

Orders necessary parts and equipment; maintains inventory.

Fabricates parts as necessary.

Coordinates maintenance and repair tasks with outside contractors as required.

Prepares and maintains maintenance records with accuracy.

Assists in the training of jail staff on safety procedures related to power, utilities, sprinkler, communication systems and generator use.

Supervises inmate work crews assigned to maintenance and repair tasks.

Assists in maintaining neat, clean and safe work areas.

Performs related work as assigned.

QUALIFICATIONS:

Secured Facilities Maintenance Technician:

Knowledge of:

Methods, techniques and tools used in one or more of the following trades: carpentry, plumbing, electrical, painting, locksmithing or HVAC maintenance.

Materials used in maintenance and repair tasks.

Principles of reading blueprints.

Principles and practices of landscaping.

Applicable safety regulations and precautions.

Ability to:

Learn, understand and apply pertinent county policies and procedures.

Perform entry-level work in one or more of the following building trades: carpentry, plumbing, electrical, painting, locksmithing or HVAC maintenance.

Read, interpret and work from blueprints, schematic diagrams, plans and specifications.

Understand and follow oral and written instructions.

Perform duties in a correctional facility, following all security measures and procedures.

Work safely with inmates and secured facility personnel.

Operate and care for a variety of equipment and tools in a safe and effective manner.

Climb ladders to reach various heights to complete maintenance duties.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Senior Secured Facilities Maintenance Technician (in addition to the above qualifications):

Knowledge of:

Requirements needed to meet and pass State Fire Marshal, Board of Corrections, Health Department and other agency inspections.

Principles of supervision and training.

Ability to:

Work independently in the absence of supervision.

Estimate necessary materials and supplies with a reasonable degree of accuracy.

Assist in the training of new staff on safety procedures related to power, utilities, sprinkler, communication systems and generator use.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Secured Facilities Maintenance Technician:

Experience:

Three years of experience performing semi-skilled carpentry, painting, mechanical, plumbing and/or electrical maintenance and repair work.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Senior Secured Facilities Maintenance Technician:

Experience:

Two years of experience performing the duties of a Secured Facilities Maintenance Technician in Glenn County or equivalent experience in another 24-hour secured facility.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate valid California driver's license.

SPECIAL REQUIREMENTS:

Must pass a background check for security and finger print screening.

May work irregular hours and be assigned on-call duty.

Secured Facility Maintenance	Technician	Senior
Classification Code:	8721001	8731002
Bargaining Unit:	40	12
FLSA Status:	Y	Y
Workers' Compensation Code:	9420	9420
Pay Table:	CNTY	CNTY
Range:	Refer to current "Class Range Sort List"	