

**POSITION DESCRIPTION  
COUNTY OF CASS, INDIANA**

**POSITION:** Building Maintenance Technician  
**DEPARTMENT:** Jail/Maintenance  
**WORK SCHEDULE:** 7:00 a.m. - 3:30 p.m., M - F  
**JOB CATEGORY:** LTC (Labor, Trades, Crafts)

**DATE WRITTEN:** January 2010

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Building Maintenance Technician for the Cass County Jail, responsible for maintaining jail facility and grounds.

**DUTIES:**

Performs preventive maintenance checks throughout the building and grounds, including HVAC, closed circuit cameras, air compressor, boiler, rooftop exhaust fans, sprinkler system, walk-in cooler and freezer, fire alarm system, elevator, backup generator, bathroom fixtures, and cell block doors. Cleans and lubricates parts and replaces worn/defective hoses, belts, and filters as necessary.

Completes basic maintenance duties throughout building and grounds, including changing light bulbs, repairing and/or replacing water pumps, cell locks, doors and frames, faucets, toilets and shower fixtures. Patches and paints walls and doors as needed.

Maintains and unplugs sinks, toilets, showers and drains, repairs water leaks, troubleshoots and repairs water valves, sewage grinder and pumps. Checks and fills salt tank for water softening system.

Troubleshoots and repairs electrical problems throughout facility.

Maintains facility yard and grounds, including sweeping sidewalks, picking up trash, mowing, planting, trimming hedges, raking and removing leaves, and clearing snow and ice in winter months.

Maintains and orders of parts/supplies as needed.

Coordinates and escorts outside contractors and service personnel.

Operates various tools/equipment in performance of duties, such as hammers, screw drivers, wrenches, drills, air nozzle, air compressor, power saws, driver, ratchets, files, gauges, micrometer, ladder, grinder, drill press, pallet jack, fork lift, scissor lift, welding equipment, electronic testing equipment, portable monitors, piping tools, pressure washer, mowers, shovel, mop and broom.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

**I. SKILLS AND KNOWLEDGE:**

High school diploma or GED.

Must be at least 21 years of age.

Ability to meet all Department hiring requirements, including passage of a drug test.

Working knowledge of and ability to make practical application of Department safety policies and procedures, including OSHA guidelines.

Working knowledge of maintenance practices, building upkeep, and basic janitorial, carpentry, plumbing, electrical, welding, and sanitation requirements for assigned areas of responsibility. Ability to analyze and diagnose causes of mechanical and electrical malfunctions and complete related maintenance and safety measures as required.

Ability to safely operate a variety of tools/equipment, such as hammers, screw drivers, wrenches, drills, air nozzle, air compressor, power saws, driver, ratchets, files, gauges, micrometer, ladder, grinder, drill press, pallet jack, fork lift, scissor lift, welding equipment, electronic testing equipment, portable monitors, piping tools, pressure washer, mowers, shovel, mop, and broom.

Ability to read and interpret detailed blueprints, sketches, specifications, technical manuals, instruments, gauges and dials. Ability to use shop/technical mathematics.

Ability to physically perform maintenance duties, including standing/walking for long periods, moderate to heavy lifting, pushing/pulling objects, reaching, bending, crouching/kneeling, climbing ladders, working in cramped/awkward positions, handling/grasping/fingering objects, and hearing mechanical sounds.

Ability to work alone with minimum supervision and with others in a team environment. Ability to work rapidly for extended periods, often under time constraints, and on several tasks at the same time.

Ability to understand, memorize, retain and carry out oral and written instructions and present

findings in oral or written form.

Ability to effectively communicate orally and in writing with co-workers, other County departments, vendors/parts suppliers, and inmates, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain Department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with hostile/violent persons.

Ability to apply knowledge of people and locations and plan/layout assigned work projects.

Ability to occasionally work extended hours, evenings and/or weekends and occasionally respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to a flexible, customary routine, prioritizing work according to equipment service needs. Incumbent refers to supervisor unusual or unprecedented situations, such as equipment that will be inoperable for an extended period of time or excessive repair costs. Errors in work are primarily detected or prevented through reference to technical manuals/specifications and standard safety procedures. Undetected errors could result in damaged or unsafe equipment and/or endangerment to self or others.

Incumbent reports directly to building Superintendent.

## **III. PHYSICAL EFFORT:**

Incumbent's duties often involve continuous physical exertion, such as standing/walking for long periods, working in cramped/awkward positions, lifting/carrying objects weighing in excess of 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, climbing ladders, plowing/shoveling snow, hearing mechanical sounds, and handling/grasping/fingering objects.

**IV. WORKING CONDITIONS:**

Incumbent performs majority of duties in a jail facility and outdoors and is frequently exposed to hazards normally associated with building maintenance/repair, including heavy machinery and equipment, moving parts, noise, dust, grease, fumes, fuels, confined spaces, heights, toxic chemicals, slippery surfaces, extreme temperatures, inclement weather, and exposure to hazards associated with jail operations, such as potentially hostile/violent individuals and communicable diseases. Safety precautions must be followed at all times to avoid injury to self or others and protective gear must be worn according to Department policy.

Incumbent occasionally works extended hours, evenings and/or weekends and occasionally responds to emergencies on a 24-hour basis

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Building Maintenance Technician for the Jail describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name