



CORRECTIONS MAINTENANCE SPECIALIST

DEFINITION:

A **Corrections Maintenance Specialist (CMS)** is a professional responsible for maintaining and repairing facilities, equipment, and systems within the Stephenson County Jail. This role combines technical expertise with the ability to work in a secure, regulated environment.

DISTINGUISHING FEATURES:

Under the supervision of the Jail Director, the Corrections Maintenance Specialist will organize, schedule and oversee the operations and personally perform activities involved in the general maintenance and repair of the Stephenson County Jail and associated buildings; perform all phases of maintenance, technical and administrative work in maintaining facilities and equipment, meet organizational maintenance needs and assure smooth and efficient activities.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Personally perform general maintenance and repair of designated buildings, facilities and equipment; assist in assuring related activities comply with established laws, codes, rules, regulations, policies and procedures.
- Communicate with staff regarding maintenance and repair needs, projects and work order status; assure proper and timely resolution of maintenance and repair issues.
- Assign duties and review work to assure compliance with established guidelines and procedures if needed.
- Plan implement and evaluate janitorial and preventive maintenance schedules for assigned facilities and equipment; schedule inmate labor or outside vendors as needed; coordinate special community service projects; develop shop procedures.
- Perform, mechanical, technical and administrative work in maintaining facilities and equipment; inspect systems for proper working condition and determine needs for maintenance, repair or replacement; and perform plumbing, heating and air conditioning, electrical and other work as needed to assure facilities are maintained in

a safe condition; receive, process and prioritize work orders; coordinate response to or perform emergency maintenance and repair needs.

- Supervise assigned inmates; assign, review and evaluate the work of inmates
- Serve as a technical resource to personnel concerning maintenance and repair operations, projects and activities; respond to inquiries and provide detailed and technical information regarding related laws, codes, regulations, policies and procedures.
- Prepare and maintain a variety of reports, records and files related to work orders, projects, time and material expenditures, inventory, personnel and other assigned duties
- Maintain inspection records for fire extinguishers, smoke detectors, EPA inspections and State Fire Marshall inspections.
- Communicate with personnel, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns.
- Personally operate a variety of maintenance equipment including hand and power tools, hydraulic lifts, diagnostic equipment, industrial tools and equipment.
- Operate standard office equipment including a copier, computer and assigned software;
- Coordinate the purchase of equipment and supplies as appropriate; prepare purchase requisitions and process invoices; assist in the preparation of bid specifications for equipment and facilities.
- Attend a variety of meetings and conferences as assigned; serve on assigned committees and to perform related duties as assigned.
- Adhere to safety guidelines and use safety equipment as necessary.
- Prepare spaces for events and restore the to their original state when necessary.
- Perform basic cleaning to include moping, sweeping, dust removal and emptying of trash as needed.

SUPERVISION RECEIVED:

Work is performed within established policies and procedures under the supervision of the Jail Director, who reviews work for the effectiveness of services provided, user satisfaction and results achieved.

SUPERVISION EXERCISED:

The Corrections Maintenance Specialist does not provide supervision to sworn or non-sworn members; however, will provide occasional supervision of small inmate work crews.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Organization and oversight of operations and activities involved in the general maintenance and repair of assigned facilities and equipment.
- Proper methods, techniques, materials, tools and equipment used in the building maintenance trades.
- Applicable building codes, ordinances, requirements, regulations and safety precautions.
- Inventory practices and procedures.
- Requirements of maintaining buildings in a safe condition.
- Policies and objectives of assigned programs and activities.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.
- Proficiency in areas like plumbing, electrical work, HVAC, carpentry, and general building maintenance.

Ability to:

- Organize, schedule and oversee operations and activities involved in the general maintenance and repair of designated facilities and equipment.
- Inspect projects for accuracy, completeness and compliance with established specifications.
- Estimate material, labor, equipment and time requirements.
- Monitor and assure adequate levels of maintenance and repair equipment and supplies.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Determine appropriate action within clearly defined guidelines.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Read and work from blueprints.
- Prepare records and reports related to assigned activities.

TRAINING AND EXPERIENCE:

- Graduation from high school or the equivalent.

- Five (5) years' experience in construction and the maintenance of facilities including electrical, plumbing, welding, woodwork, and air conditioning and the ability to supervise employee and inmate work assignments in a variety of construction and maintenance projects.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is normally performed in the jail with inmates present. Must possess mobility to work in a jail setting and stamina to maintain attention to detail and stand for extended periods of time; vision to read printed materials; and hearing and speech to communicate in person. Requires the ability to exert heavy physical effort, including but not limited to, lifting, carrying, climbing a ladder, pushing and/or pulling, etc. of objects and materials of up to 75 pounds.

NECESSARY SPECIAL REQUIREMENTS:

- Ability to maintain reasonable and customary attendance.
- Minimum of 21 years of age.
- Valid Driver's License
- No felony convictions within the last 15 years or disqualifying criminal history; must pass background investigation.
- U.S. Citizen.