



## **Maintenance Specialist - Corrections**

Corrections Institute

**CI/9**

Grade 14/Non-Exempt

### **JOB SUMMARY**

This position performs specialized duties in the maintenance and repair of Institute facilities.

### **MAJOR DUTIES/ESSENTIAL FUNCTIONS**

- Supervises inmate maintenance detail engaged in facilities maintenance and repair activities.
- Supervises and participates in carpentry, plumbing, electrical, and mechanical system repair and maintenance.
- Orders and picks up supplies and materials as needed.
- Maintains tool and equipment inventory.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of facilities maintenance principles and practices.
- Knowledge of plumbing and electrical maintenance principles.
- Skill in planning.
- Skill in the use of hand and power tools.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in oral and written communication.

### **SUPERVISORY CONTROLS**

The Deputy Warden assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include Georgia Department of Corrections policies and procedures, OSHA regulations, state and county fire and building codes, and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related specialized duties. The variety of tasks to be performed contributes to the complexity of the work.
- The purpose of this position is to perform specialized duties in the maintenance of facilities. Successful performance in this position contributes to a safe, secure, and well-maintained facilities.

## CONTACTS

- Contacts are typically with coworkers, other county personnel, vendors, contractors, inmates, state inspectors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, bending, crouching or walking. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

- Possession of or ability to readily obtain certification by the Georgia Department of Corrections.