

MAINTENANCE TECHNICIAN II

HIRING SALARY RANGE: \$43,092-\$69,111

ALBEMARLE –CHARLOTTESVILLE REGIONAL JAIL

This position is employed by the Albemarle-Charlottesville Regional Jail

This position is not employed by Albemarle County Public Schools & Local Government

The purpose of the class is to perform skilled maintenance work of the facilities buildings and grounds; assist in supervising the work of inmate trustees in the maintenance of jail buildings and grounds. This class works assists in the planning and scheduling of work need for daily operation of the facility, but also has necessary work determined by the VA Department of Corrections. Work is performed under the supervision of the Maintenance Supervisor; work is normally performed under regular business hours but is subject to change for facility needs. After hours work may be needed as deemed necessary as well as being on call-in status for emergency situations. This class will also be responsible for operating snow removal equipment and other equipment necessary to perform their assigned duties.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

- Assist in planning and scheduling daily building and grounds maintenance work as required.
- Assists in documentation and maintaining records. Prepares accurate and complete records of work performed as required.
- Assists in supervising the work of inmate trustees in the maintenance of jail buildings and grounds
- Ensures inmates' compliance with instructions, policies, procedures, and standards of quality and safety.
- Inspects buildings, equipment and facilities to ensure proper and/or safe operations and identify necessary maintenance needs; assists in determining equipment, materials and labor necessary to complete projects.
- Performs skilled repair and maintenance tasks of varying difficulty involving trades such as electrical, plumbing, general contracting, or HVAC.
- Determines the need for subcontracting work necessitated by major equipment repair.
- Responsible for escorting trade contractors as needed for facility projects/repairs in mechanical, electrical, plumbing, security and alarm systems, kitchen and laundry appliances.
- Supervises and performs painting, remodeling, carpentry and concrete work.
- Supervises and performs grounds maintenance activities, including but not limited to mowing grass.
- Maybe required to perform welding and fabrication work as needed.
- Gathers adequate materials to conduct work activities; requests materials and supplies as needed; obtains price quotes as required by the purchasing policies.
- Maintains equipment and tools in operable condition; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Operates snow removal equipment and facility motorized vehicles; uses hand and power tools, meters, gauges, testing instruments, measuring devices, welding instruments and cutting torches

and other equipment necessary to perform daily/emergency tasks; exercises care and safety in the use and maintenance of assigned equipment power tools,

- Subject to a 24 hr. on-call status based on a rotating schedule. Responds to make after-hours maintenance repairs, security alarm calls or other emergency situations.
- Attends meetings, training, seminars, etc., as necessary to maintain and enhance job knowledge and skills.
- Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility.

INVOLVEMENT WITH DATA, PEOPLE, AND REQUIRED DUTIES

DATA INVOLVEMENT:

Individual will be required to operate a telephone and general office equipment as well as required computing or performing arithmetic operations using data or information.

PEOPLE INVOLVEMENT:

Individual will be required to giving information, guidance or assistance to people to directly facilitate task accomplishment; may give directions or assignments to helpers or assistants. Attends meetings, training, seminars, etc., as necessary to maintain and enhance job knowledge and skills.

REQUIRED DUTIES INVOLVEMENT:

Requires coordinating or serving as a lead worker in the repair of complex machinery or equipment that requires extended training and experience, such as mechanical / plumbing / electrical systems and equipment; may involve installation of and testing or inspection of installed equipment, fixtures, and/or construction for compliance with installation specifications, building plans and codes.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Applicants will be required to perform skilled work involving rules/systems with the ability to problem-solve.

MATHEMATICAL REQUIREMENTS:

Applicants will be required to apply mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic or geometric construction. May use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.

LANGUAGE REQUIREMENTS:

Applicants will be required to be able to read technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Applicants will be required to do clerical, manual or technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- Any combination of education and experience equivalent to completion of high school
- Two (2) years' experience in the operation of motorized equipment as well as building and grounds maintenance work.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess a valid state driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

- Applicant must have knowledge of grounds maintenance materials, equipment and practices; standard materials, equipment, tools, and techniques of the building trades; Additionally, appropriate safety precautions applicable to the duties of the class;
- Ability to understand and follow oral and written instruction; use common hand tools;
- A person in good physical condition and the ability to operate simple machinery and equipment;

AMERICANS WITH DISABILITIES ACT REQUIREMENTS**PHYSICAL AND DEXTERITY REQUIREMENTS:**

Requires strenuous physical task at time as well as involves walking, standing, stooping, stretching or lifting during the performance of duties, and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, toxic/caustic chemicals, explosives, and violence.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities, color perception, depth perception, and texture perception.

JUDGMENTS AND DECISIONS**JUDGMENTS AND DECISIONS:**

Responsible for guiding others, requiring frequent decisions affecting co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but with many variations from the routine.

DEADLINE FOR APPLICATIONS: Until Filled

APPLY – Please fill out the application located here:

<https://www.acrj.org/careers>

EQUAL EMPLOYMENT OPPORTUNITY:

Hiring for the Albemarle-Charlottesville Regional Jail shall be accomplished without regard to race, color, religion, national origin, gender, pregnancy, childbirth or related medical conditions, age, marital status or disability unless otherwise permitted by Jail Board Authority policy or applicable law. Applicants hired by the Albemarle-Charlottesville Regional Jail must be citizens of the United States or legally authorized to work in the United States. Reasonable accommodations will be provided for persons with disabilities if requested.