

WICHITA COUNTY

Job Announcement



Posting Number: 2018-022

POSITION: Jail Maintenance Technician

LOCATION: Wichita County Courthouse
900 7th Street, Room 100
Wichita Falls, Texas 76301

REPORTS TO: Wichita County Sheriff, Chief Deputy or their Designee

HOURS: 8:00 a.m. - 5:00 p.m., Monday – Friday
(On Call Based on Scheduled Weekly Rotation)

SALARY: Up to \$1,346.12 Bi-weekly (Based Upon Qualifications)

POSTING DATE: August 6, 2018

CLOSING DATE: August 22, 2018 or Open Until Filled

► **JOB SUMMARY:**

The Jail Maintenance Technician will assist the Sheriff's Office with mechanical, electrical, plumbing, air conditioning and building maintenance functions within all Wichita County Detention facilities. Must be capable of performing general mechanical and maintenance duties. The position requires general and specific knowledge of maintenance functions, with an emphasis on plumbing and electrical work. Must be capable of working in potentially hostile/violent environments where persons are incarcerated and be responsible for supervising and controlling jail trustees who assist the Jail Maintenance Technician. The position requires on-call capability and ability to drive a vehicle and respond to emergencies during off-duty hours.

► **ESSENTIAL JOB FUNCTIONS:**

- Performs general building maintenance duties to include air conditioning and electrical repairs.
- Performs mechanical equipment maintenance to include boilers and heaters.
- Performs building repair and small building construction projects.
- Performs plumbing repairs.
- Assists with the moving of equipment.
- Performs other duties and projects as assigned by the Sheriff, Chief Deputy or their designee.

► **MINIMUM QUALIFICATIONS:**

- Must be at least eighteen (18) years of age.
- **Education** - Must be a high school graduate and or the equivalent (GED).

- Technical training and/or specialized licenses (air-conditioning, electrical, plumbing, etc.) are preferred.
- Technical training and knowledge of low voltage electronics, circuit boards, switches and relays are preferred.
- Technical training and knowledge of 120V, 220V and 277V lights, ballasts, receptacles and breakers are preferred.
- Must pass a Drivers' License check conducted and paid by Wichita County.
- Must have a valid Texas Driver's License (Class C), a satisfactory driving record and be insurable to drive County-owned vehicles and equipment.
- Must have a working knowledge of methods, procedures, equipment and materials used in building maintenance work.
- Must have a working knowledge of basic building maintenance and repair.
- Must be able to use hand and power tools, equipment and mechanical devices of the trade.
- Must be available and able to work during irregular hours, emergencies and disasters.
- Must be able to respond to work (report to the Wichita County Courthouse or other assigned location) within thirty (30) minutes after being notified of an emergency or disaster.
- Must be able to work a flexible work schedule and be available to work hours other than 8a – 5p and days other than Monday through Friday (M-F).
- Must be able to communicate effectively with others, both verbally and in writing.
- Must be able to read, write and record information and maintain logs
- Must be of good, moral character.
- Must be able to conduct self in a professional manner and develop and maintain good working relationships with co-workers, supervisors, department heads, County officials and the public.
- Must pass a pre-employment physical exam, drug test and WorkSteps test paid by Wichita County.
- Must pass a reading comprehension exam.
- Must pass a thorough criminal background investigation conducted by Wichita County.
- Must never have been on court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last 10 years from the date of the order.
- Must pass the Basic County Corrections Course (paid for by the County) within 12 months of hire.

► PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Must consistently observe the established work schedule and regularly attend work.
- Must be physically able to safely move and lift loads weighing up to 50 pounds and occasionally move and lift loads weighing up to 100 pounds, such as steel jail cell doors, equipment components and parts.
- Must be physically able to perform various motor movements during the normal workday to include standing, sitting, kneeling, squatting, bending, stooping, pushing, pulling, bending, turning, twisting, walking, climbing, grasping, squeezing, reaching and lifting to accomplish job tasks.
- Must be physically able to work in various types of weather conditions with exposure to inclement and adverse weather and seasonal extremes of heat and cold.
- Must be capable of working in confined spaces and environments for extended periods.
- Must be capable of working in various environments to include restricted and potentially hostile/violent work areas such as the Wichita County Jail and Juvenile Justice Center.

- Must wear required/appropriate personal protective equipment (PPE) provided by Wichita County.
- Must comply with all safety requirements and safe practices and attend scheduled safety meetings.
- Must observe and comply with Wichita County’s NO SMOKING policy in County-owned buildings, offices, vehicles and on property designated as NO SMOKING areas.

► **APPLY TO:**

Wichita County Sheriff’s Office
900 7th Street, Room 100
Wichita Falls, TX 76301
(940) 766-8170

or

Wichita County Human Resources Office
900 7th Street, Room 132
Wichita Falls, TX 76301
(940) 766-8108

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADA Compliance Office, Wichita County Courthouse, 900 7th Street, Room 132, Wichita Falls, TX 76301-2441.