

## CITY OF TAFT

### **CLASS TITLE: CORRECTIONAL MAINTENANCE SUPERVISOR**

**Salary Range 43.6**

**\$1854-\$2253 Bi-weekly**

#### **BASIC FUNCTION:**

Under the direction of the Correctional Facility Manager, organize, schedule and oversee the operations and personally perform activities involved in the general maintenance and repair of the Community Correctional Facility (CCF) and Police Department; perform all phases of maintenance, technical and administrative work in maintaining facilities and equipment; coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities; train and evaluate the performance of assigned personnel.

#### **SUPERVISES:**

This position may be responsible for providing, training, lead direction and/or supervision to maintenance workers, maintenance aides and inmate labor.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Organize, schedule and oversee the operations and 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.

Coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities; confer 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.

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; provide training, work direction and guidance to inmates; provide feedback to appropriate officials regarding performance; maintain inmate time cards.

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 and supervise inmate operation of variety of maintenance equipment including hand and power tools, hydraulic lifts, diagnostic equipment, industrial tools and equipment.

Personally conduct inmate checks when entering or leaving secure facilities.

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.

**KNOWLEDGE AND ABILITIES:**

**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.

**ABILITY TO:**

Organize, schedule and oversee operations and activities involved in the general maintenance and repair of designated facilities and equipment.

Personally supervise inmates using a variety of tools and equipment and conduct inmate checks.

Coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities.

Train and evaluate the performance of assigned personnel.

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.

**EDUCATION AND EXPERIENCE:**

Must have successfully completed, a BOC/STC Certified Correctional Officer Core Course (minimum 116 hours) and a minimum of 24 hours of training pursuant to Section 832 of the California Penal Code.

Possession of a High School Diploma or G.E.D. Certificate.

**Experience:**

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:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Regular exposure to fumes, dust and odors.  
Seasonal heat and cold or adverse weather conditions.  
Driving a vehicle to conduct work.  
Correctional Facility with inmate population

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate specialized equipment and tools.  
Standing and walking for extended periods of time.  
Seeing to perform maintenance work.  
Hearing and speaking to exchange information.  
Lifting, carrying, pushing or pulling heavy objects.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Climbing ladders and working from heights.  
Heavy physical labor.

**HAZARDS:**

Working in a cramped or restrictive work chamber.  
Working around and with machinery having moving parts.  
Working on ladders.  
Chemical fumes.