



HARRISON COUNTY SHERIFF'S OFFICE

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Maintenance Deputy

DIVISION: Corrections

CLOSING DATE: Until Filled

INSTRUCTIONS FOR APPLICANTS: You must submit an application to the Harrison County Sheriff's Human Resources Department in the Harrison County Adult Detention facility no later than 4:00 pm on the date listed above.

THE HARRISON COUNTY SHERIFF'S OFFICE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE HARRISON COUNTY SHERIFF'S OFFICE DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

HARRISON COUNTY SHERIFF'S OFFICE
Corrections Job Description

Position Title: Maintenance Officer	Base Salary: \$ 35,000.00 Annually
Supervised By: Warden	

ESSENTIAL FUNCTIONS:

Employees performing in this position are required to undergo certification training. To fulfill the mission, goals, and objectives of the Harrison County Sheriff's Office, officers and employees must have the ability to perform a variety of detention and support functions that are *essential* to the positions they fill.

An applicant for the position of Maintenance Officer within the Harrison County Sheriff's Office that cannot perform these essential tasks will not be accepted or retained in the position. A current employee in this position who is not able to demonstrate proficiency in performance of these tasks will be referred to the Harrison County Sheriff's Office administration for appropriate action.

SPECIFIC DUTIES:

In addition to the essential functions and general duties outlined above, a Maintenance Officer of the Harrison County Sheriff's Office performs the following specific duties. Meaningful deviations from these duties require prior written or direct approval of the Physical Plant Manager or designee. The Maintenance Officer will:

1. Upon assuming duties each shift, review *post orders, directives, general orders, and policies and procedures* for recent changes. Sign the log book confirming acknowledgment, understanding, and compliance;
2. Perform skilled work in one or more areas of plumbing, HVAC, carpentry, electrical, mechanical, and other relative skills;
3. Survey assigned jobs and ensure sufficient and proper materials and tools are on hand each day;
4. Read and interpret blueprints and schematics in respective field of expertise;
5. Perform carpentry work in repairing or replacing doors, windows, walls, flooring, roofing, and other work pertaining to wood structures;
6. Perform plumbing, heating, and air conditioning work in repairing furnaces, duct work, air conditioners, piping, instrument controls, wash basins, toilet facilities, or any other work pertaining to heating, air conditioning, and plumbing facilities;
7. Perform electrical work in repairing and replacing fluorescent fixtures, control switches, disconnecting wiring, and other work pertaining to electrical facilities;

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8. Perform minor construction such as building storage bins, stockroom shelves, counters, work benches, etc., using precision hand tool and power tools;
9. Perform mechanical work involving repair and maintenance of facility machinery, motors, and vehicles;
10. Maintain records as required;
11. Supervise inmates assigned to maintenance;
12. Ensure inmates assigned receive proper safety training;
13. Assist officers in maintaining security and order of the facility;
14. Assure the security of tools and materials;
15. Inventory tools and work materials after each job where inmates provided assistance or were present;
16. Determine an inmate's authorization to be assisting maintenance;
17. Ensure inmate loitering is prohibited, thereby maintaining an orderly flow in inmate traffic;
18. Ensure inmates enter and exit secured areas only after being searched;
19. Report immediately to the Shift Supervisor any inmate behavior violating rules and regulations; &
20. Ensure noise is reduced to a minimum by eliminating yelling, loud talking, horseplay, etc.

CHAIN OF COMMAND:

This position reports and is accountable to the Warden. Annual and supplemental job performance evaluations are completed in writing and discussed with the officer performing these duties. During the review, the employee will sign the evaluation acknowledging receipt, and receive a copy of the evaluation. The employee may disagree with the evaluation, and provide written comments.

EDUCATION & EXPERIENCE:

1. Have a high school diploma or equivalent (GED);
2. Complete in-service training under the supervision of Field Training Officer [FTO];
3. Complete 112-hour Corrections Certification;
4. Complete in-service training in fire prevention, evacuation of facility, and other required courses;

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