



# BEE COUNTY SHERIFF'S OFFICE

## *Sheriff Randy Aguirre*

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1509 GALLOWAY DRIVE BEEVILLE, TEXAS 78102 (361) 362-3221 (361) 362-3227 (FAX)

### **Job Description: Maintenance Supervisor**

**CLASS NO. 1027**  
**PAY GROUP: 12**

**EEOC CATEGORY:** Maintenance  
**FLSA:** Nonexempt

#### **SUMMARY OF POSITION:**

Provides corrections service involving the health, safety, and security of inmates and the public in a corrections facility or program. Under general supervision, ensures the proper security, maintenance, and operation of the complex by performing various maintenance tasks physical structures of building, grounds, and vehicles of the Sheriff's Office.

#### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Jail Administrator/Chief Deputy
2. Directs: Supervises Inmates.
3. Other: Works with other departmental employees, other law enforcement agencies, inmates, and the general public.

#### **EXAMPLES OF WORK**

##### **Essential Duties\***

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

§ Establishes priorities for requested, emergency, unscheduled and scheduled work or repair projects to meet production schedules and coordinate work plans with department supervisors; projects include but are not limited to repairing masonry and woodwork, moving furniture, and unloading and storing supplies;

§ Ensures all work done by building maintenance crews adheres to County building codes and conforms to blueprint specifications and standards; assure equipment is serviced and/or repaired as needed and kept in proper operating condition in accordance with preventive maintenance schedules;

§ Ensures building maintenance crews are properly trained in the safe use of maintenance equipment and in the proper application of standard building maintenance/repair methods and techniques;

§ Addresses complaints and resolve problems that occur during the shift;

§ Conducts monthly inventory on all department supplies and ensure that the department is properly equipped with needed materials; requisition tools and equipment;

§ Ensures the custody and safety of all inmates within the detention center as well as the security and safety of work crews on and offsite; maintains a sign in log; interacts with vendors and contractors of all projects that require direct instruction and supervision;

§ Performs inspection of detention facility and evaluates security doors, cell door controls, and equipment; inspects and evaluates all related equipment throughout the facility such as intercoms systems, fans, air conditioning and all related blower units, and security gates to the facility;

§ Inspects and evaluates main emergency power units;

§ Inspects, operates, and maintains facility fire suppression system, including fire extinguishers, kitchen exhaust ventilation systems, fire hose integrity, fire pump operations, and fire alarm/emergency notification systems;

§ Troubleshoots and repairs on and offsite heating, ventilation, and air conditioning systems; evaluates and maintains onsite cooling towers and boilers;

§ Checks main sewage sump pumps at stations and performs preventative maintenance as needed;

§ Performs accurate record keeping with dates of all repairs completed in each area of the facility are kept, including records of fire and safety inspections and Manufacturer Safety Data Sheets (MSDS) for chemicals, paints, and other supplies, etc.;

§ Performs other duties as assigned.

Maintain maintenance records and perform repairs and service on Sheriff's Office vehicles.

All Bee County Sheriff's Office employees shall be available by telephone, at all times. Sheriff's Office personnel are subject to recall, at any time, twenty four hours a day, at the discretion of the Sheriff.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

§ County and state legal principles, practices, procedures regarding the criminal justice system;

§ Various state and federal codes and agencies;

§ Best practices of safety and security in jail settings;

§ Legal terminology;

§ Department policies, procedures and regulations covering specific areas of assignment.

Skill in:

- § Communicating effectively, both orally and in writing;
- § Maintaining strict confidentiality;
- § Establishing and maintaining cooperative working relationships with judges, managers, supervisor, employees, external public agencies and organizations, attorneys, teachers, bonding companies and the general public;
- § Using initiative, discretion and decision making within established procedures, guidelines and rules;
- § Defining problems, collecting data, establishing facts and drawing valid conclusion;
- § Performing various mathematical calculations;
- § Performing effectively under stressful working conditions;
- § Providing effective customer service;
- § Multitasking;
- § Operating a computer and various software applications.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

High school graduation, or its equivalent;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities

### **CERTIFICATES AND LICENSES REQUIRED**

Basic Certification as a Corrections Officer from the Texas Commission on Law Enforcement (TCOLE) within one year of date of hire.

Valid Texas Driver's License;

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

May be required to lift and carry items weighing up to 50 pounds. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.