



STARKE COUNTY SHERIFF'S OFFICE

SHERIFF JACK ROSA

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KNOX, IN 46534

Part-Time Maintenance

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Incumbent serves in a maintenance position for the Starke County Sheriff's Office/Justice Center, and is responsible for maintaining plumbing, electrical, and other equipment systems of the Starke County Justice Center.

Duties:

- Monitors and maintains the Starke County Justice Center fire sprinkler and alarms, heating and air conditioning systems, checking gauges/thermostats, checking/adjusting fluid levels, repairing and/or ordering and replacing filters, lights, and parts as needed. Notifies the Sheriff or his designee when major repairs are needed.
- Performs a variety of electrical and plumbing maintenance duties, including but not limited to: monitoring, repairing and/or installing fixtures, valves, water softeners, pumps, generators, and appliances. Replacing light bulbs and ballasts, mechanical doors, opening clogged drains and toilets, and replacing faucets and lavatories.
- Monitors and maintains locks, kitchen equipment and appliances such as industrial freezers, refrigerators, cooking ranges/ovens, food mixers, ice makers, garbage disposals, fryers, coffee makers, and grills. Performs carpentry, painting, and plastering as needed.
- Performs and oversees grounds and building maintenance such as: mowing, removing snow/ice from walkways, removing trash, cleaning/disinfecting bathrooms, and sweeping, mopping, stripping, waxing and buffing floors.
- Maintains tool securing and equipment performance and repair records, and prepares maintenance reports as required. Monitors maintenance/cleaning supplies and part inventories, preparing specifications and submitting purchase requests to Sheriff or his designee as needed.
- Serves on 24-hour call for emergencies. Performs related duties as assigned.

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Knowledge and Skills:

- High school diploma or GED and ability to complete any required professional certification and training.
- Working knowledge of carpentry, locks, plumbing, electrical, heating and cooling systems, with the ability to effectively determine Starke County Justice Center repair and maintenance needs, develop work schedule, and assure proper completion of related projects.
- Working knowledge of and ability to make practical Starke County Justice Center's safety policies and procedures.
- Ability to safely operate and maintain a variety of hand and power tools and equipment, such as drills, pliers, wrenches, screw drivers, hammers, saws, and welder.
- Ability to physically perform assigned duties, including standing/walking for long period, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, reaching, bending, climbing ladders, grasping objects, and working in awkward/cramped positions and in confined areas.
- Ability to work alone and with others in a team environment with minimum supervision, sometimes under time constraints.
- Ability to understand and follow written and oral instructions, read, and interpret technical manuals, specifications, schematics, instruments, gauges, and dials, and prepare related records as required.
- Ability to effectively communicate, orally and in writing, with co-workers, inmates and jail trustees, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to occasionally work extended, weekend and/or evening hours, including holidays, to regularly serve on 24-hour on call, and to respond swiftly, rationally, and decisively to emergency situations as needed.

Responsibility:

The incumbent works according to a flexible, customary routine with priorities determined primarily by a supervisor. Incumbent refers to supervisor for unusual or unprecedented situation, such as major repair and work involving Justice Center security. Incumbent's work is periodically reviewed through random checks. Errors in work are usually through standard safety procedures and reference to technical manuals/specifications.

Personal Work Relationships:

Incumbent maintains frequent contact with co-workers, inmates, and jail trustees for the purpose of exchanging information and coordinating work activity.

Physical Effort and Work Environment:

Incumbent's duties involve standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, reaching, bending, climbing ladders, grasping objects, and working in cramped positions.

Incumbent performs duties inside and outside of the Starke County Justice Center, involving exposure to weather conditions, cleaning chemicals, power tools and equipment, working on ladders, and working in confined and/or noisy areas. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent occasionally works extended hours, weekends, evenings, or holidays, and regularly responds to emergencies on a 24-hour basis.

Minimum Qualifications:

- High school graduate or GED.
- Valid Indiana driver's license and reliable transportation.
- Ability to understand and follow both oral and verbal instructions.
- Ability to learn and apply departmental policies and procedures in performance of job duties.
- Successful completion of a background investigation.

Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skill that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skill may change at any time with or without notice.

Incumbents may be expected to perform job-related duties other than those contained in this document as designated by the Sheriff.