

JOB TITLE: MAINTENANCE AND ELECTRONIC TECHNICIAN

DEPARTMENT: COUNTY COMMISSION

SUPERVISOR'S TITLE: ASSISTANT MAINTENANCE SUPERVISOR, CHIEF MAINTENANCE SUPERVISOR

JOB SUMMARY:

Under general supervision, maintains and repairs all electrical and electronic systems in county jail. Repairs inmate monitoring system and sound system. Maintains and repairs lighting systems, plumbing, variety of switches, motors, electrical outlets. Services and repairs heating and cooling systems. Services and repairs washing and drying machines and kitchen equipment. Orders repair parts and maintains inventory of repair materials. Maintains records on repairs, warranties, purchased materials, and completed work orders.

JOB DUTIES:

- Tests and repairs inmate monitoring systems. Repairs/replaces sound system components, switches, motors, and relays. Assures fire alarm system is working properly. Tests, repairs, or replaces door and gate controls and motors. Repairs computer cards associated with cell locking devices.
- Maintains lighting system for jail and related buildings. Replaces bulbs, ballast and starters as needed.
- Inspects kitchen to assure proper working order. Repairs as necessary.
- Performs routine maintenance on plumbing system. Repairs leaky faucets, broken pipes, and cleans clogged drains.
- Services and repairs jail heating and cooling system.
- Maintains jail washing machines and dryers.
- Performs general electrical work installing new circuits, electrical systems, lights, plugs, and switches.
- Provides service on other county-owned facilities and equipment when requested.
- Welds materials using electric welder when necessary.
- Maintains inventory of essential components to facilitate the timely return to service of critical security systems. Orders materials and supplies as necessary.
- May perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

(Any item with an asterisk will be taught on the job.)

1. Skill to troubleshoot and repair complex electrical, electronic, and mechanical equipment.
2. Skill to fabricate and repair parts using cutting torch and welder.
3. Ability to communicate politely and effectively with supervisors, co-workers and public.
4. Skill to perform basic mathematical operations.
5. Skill to clearly and neatly write messages and neatly complete records and forms.
6. Skill to read and understand written instructions.
7. *General knowledge of jail procedures.
8. Skill to operate office machines such as PC and appropriate software.
9. *Working knowledge of commission rules, policies, and procedures.

PHYSICAL CHARACTERISTICS

1. See well enough to read print and numbers without error or transposition, corrective lens acceptable.
2. Hear well enough to respond to verbal communication, hearing aid acceptable.
3. Speak well enough to communicate in a polite and courteous manner.
4. Body movement or mobility to stand, bend, move, and lift heavy objects less than 100 lbs.

OTHER CHARACTERISTICS

1. Possess a valid Alabama driver's license.
2. Willing to work overtime and non-standard hours, or weekends as required.
3. Experience as electronic technician in an industrial setting of three to five years.
4. Have high school diploma or GED. Prefer technical school coursework leading to HVAC certification.
5. Have experience in welding and fabrication.
6. Must work in emergency situations.

WORK ENVIRONMENT

1. The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme outdoor weather conditions, subject to possible situations where conditions cannot be controlled.