



Seminole County Sheriff's Office

MAINTENANCE TECHNICIAN

Class Spec Code: 1060

Established Date: 10/14/2020

Last Revised Date: 07/26/2022

Effective: 03/28/2023

Salary Range

\$19.97 - \$29.96 Hourly

Bargaining Unit

N/A

EEO

EEO4-

Service/Maintenance

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Performs technical work and is responsible for coordinating with and assisting in the daily activities and functions of facilities management and in support of Sheriff's Office facilities and staff.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Conducts facility inspections on a regular basis, formulates deficiency reports and coordinates repairs to ensure identified issues are resolved in a timely fashion.

Assists with coordinating Contractor compliance in regards to contractual documents issued for facility maintenance,

improvements, renovations and new construction at Sheriff's Office facilities.

Performs small building maintenance tasks in one or more fields (e.g. carpentry; electrical; heating, ventilation, and air conditioning (HVAC); plumbing, etc.);

Makes small repairs in all assigned facilities, as needed.

Assists in the management and oversight of the facilities online work request system.

Assists with departmental and employee moves, which may require moving furniture.

Hangs pictures and shelving, as needed.

Ensures timely, proactive and courteous customer service for all facilities services provided.

Performs other maintenance duties as assigned by the Facilities Manager and Supervisor.

Coordinates the preparation of vendor lists, project scopes of work, and other construction related documents by assembling and researching materials from files/records.

Performs other duties as assigned or as may be necessary in the efficient and effective performance of the position functions.

Minimum Qualifications

- High School Diploma or GED with vocational school supplemented by advanced courses and training in the

skilled trades involved in building maintenance, construction or equipment maintenance preferred

- Applicant shall have a minimum of four (4) years' experience in building maintenance or construction related areas
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of the principles, practices and procedures used in building operations. Extensive knowledge of occupational hazards and safety precautions of the work, methods, materials, tools and equipment used in building operations. Knowledge of facilities and maintenance practices.

Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with other employees and the general public. Ability to read and interpret building construction plans, sketches and blueprints. Ability to traverse job sites, which may include uneven and broken ground and the necessity to climb ladders for inspections and repairs. Ability to work independently in carrying out assignments to completion. Ability to make decisions based on factual data. Ability to work with detailed information. Ability to

effectively use computer skills to develop and maintain spreadsheets and prepare written communications.

WORKING CONDITIONS

The work environment for this position includes in the John E. Polk Correctional Facility, Sheriff's Office leased facilities and County-owned facilities the Sheriff's Office occupies throughout Seminole County. This position may have limited contact with inmates. The position performs duties while walking or standing. Work shall take place both inside and outside. Must have the ability to tolerate wind, heat, humidity, cold, dust, fumes, odors and rain. The position is required to lift at least fifty pounds without assistance. The position generally works during normal business hours with on-call status for emergencies.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility -Frequent standing, walking, stooping, bending, climbing stairs, driving; constant use of a computer

Lifting -Able to lift 50 pounds

Visual -Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Hearing/Talking - Requirement to hear normal speech; hearing on telephone and radio; talking on telephone/radio; exposure to outdoor noises, mechanical (hand tools) hazards, and electrical (electricity/electrical tools) hazards

Emotional/Psychological -Potential contact with hostile individuals; frequent public contact; decision-making and concentration

Special Requirements - Ability to behave

respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural; some assignments may require working weekends, nights, and/or occasional overtime; Limited inmate contact

Environmental -Occasional exposure to confined spaces and varied weather conditions including extreme heat, humidity, cold, dust, fumes, odors, wind and wet conditions