

LORAIN/MEDINA COMMUNITY BASED CORRECTIONAL FACILITY

Job Description

Maintenance/Mechanic Supervisor

Reporting relationship: Position reports to Operations Director

Work schedule: 6:45 a.m.- 3:00 p.m., Monday-Friday. Varying work hours including weekends, may be required. Subject to being called to work at any time for emergency repair service.

Date established: August-97

Date revised: 9/98, 8/99, 11/03, 8/04, 6/06

Hourly Position.

Summary of Duties & Responsibilities:

Overview-

Under the direct supervision of the Operations Director, the Maintenance/Mechanic Supervisor is directly responsible for overall building and equipment maintenance and repair, grounds maintenance, and facility vehicles maintenance and repair; performs other related duties as required.

Duties & responsibilities (illustrative examples)-

I. Resident/program duties-

1. Maintains atmosphere conducive to agency philosophy and humane living conditions.
2. Be aware of residents treatment/rehabilitation plans and needs, and assist residents in working toward completion of contractual services.
3. Assists in the development, implementation and supervision of a housekeeping plan to ensure that the facility is clean.
4. Supervises, trains and evaluates assigned resident work crew. Adheres to agency policy and procedure regarding supervision of resident use of tools, supplies and equipment which may or may not be hazardous.

II. Operational duties-

1. Performs semi-skilled repair of plumbing equipment (i.e., water and steam lines, sewer pipes, trap fittings, plumbing fixtures, pumps, regulators, valves, faucets, toilets, sinks, showers, heating, air conditioning, boiler system, washers, dryers, dishwashers, etc.).
2. Performs semi-skilled and skilled maintenance and repair of equipment (i.e., light fixtures, electrical outlets, switches, motors, appliances, electrical circuits, electrical components of heating and cooling systems, refrigerators, freezers, fans, radios, transport vehicles, etc.).
3. Performs semi-skilled carpentry repairs (i.e., doors, locks, cabinets, chairs, desks, floors, walls, windows, stairways, partitions, etc.).
4. Ensures security plans are adhered to in accordance with established policies and procedures.
5. Ensures sanitation and health plans are strictly adhered to in accordance with applicable codes of the local or state health authorities having jurisdiction.

6. Ensures facility complies with the regulations of the local fire safety authorities having jurisdiction over the C.B.C.F.
7. Ensures all sleeping quarters are well-lighted and properly ventilated.
8. Exercises reasonable efforts to maintain temperatures in resident quarters within the normal comfort zone (i.e., sixty-eight degrees Fahrenheit during daytime hours and no less than sixty degrees Fahrenheit at night).
9. Ensures that the facility and its premises are kept reasonably free of health, fire and safety hazards. Ensures that all grounds, walkways, driveways, and parking areas adjacent to the C.B.C.F. are in good repair and well-lighted to ensure safety and perimeter security.
10. Ensures that agency policies and procedures are strictly adhered to with regard to all tools, toxic, corrosive and flammable substances, and other potentially dangerous supplies and equipment being stored within a locked and secure area and which is located outside the security perimeter of the facility.
11. Assists in the establishment of a tool control policy.
12. Reports any malfunctioning or tampered with tools and equipment to the Operations Director along with plans for correcting same.
13. Maintains perpetual inventory of tools, supplies, and equipment relative to building grounds maintenance, sanitation and transport vehicle needs.
14. Plans for the purchase of all relative tools, supplies and equipment. All purchases shall be coordinated through the Office Manager/Administrative Assistant and decisions shall be made within budgetary constraints while using quality and prices as guidelines for said purchases. May be required to prepare specification and obtain bids for some purchases.
15. Receives and inspects any related tools, supplies and equipment and maintains accurate records related thereto.
16. Accounts for every purchase and invoice in the Maintenance Department.
17. Establishes maintenance, repair and replacement policies and procedures utilizing a preventative maintenance philosophy, to ensure that the facility, equipment, grounds and vehicles are in good repair. Establishes preventative maintenance log in the form of a written record of preventative maintenance services performed. Documents all such activities per agency policy.
18. On a continuous basis, inspects building, equipment and grounds to determine condition and to ensure maintenance compliance with applicable state and local building regulations, Department of Rehabilitation and Correction standards and established C.B.C.F. policies and procedures. Documents all such activities per agency policy.
19. Establishes arrangements for facility vehicle safety inspections, documenting same per agency policy.
20. Performs minor maintenance and repairs on facility vehicles. Documents same per agency policy.
21. Establishes maintenance files for all equipment. Keeps records of all contractors, warranties, work completed. Establishes a card index on all contractors and suppliers.
22. Determines cost-efficient methods of repair, remodeling and replacement of equipment and

furnishings.

23. Advises Operations Director regarding any repair work which requires outside assistance. Assists Operations Director in locating appropriate, cost-efficient outside repair workers.
24. Supervises performance of various manual labor tasks, such as moving office furniture, setting up office furniture for meetings, etc.
25. Reviews inclement weather and disaster plans for special equipment needs.
26. Develops maintenance and replacement schedule for equipment.

III. General duties-

1. Provides for a safe, secure and sanitary working environment for all staff members, residents, and volunteers of the C.B.C.F. as well as providing for a safe environment for visitors.
2. Subject to being called into work at any time due to an emergency situation and/or coverage needs.
3. Maintains strict confidentiality with respect to all information obtained and processed in the operation of the C.B.C.F. program.
4. May be required to escort insect and rodent exterminators during inspection and application of extermination control methods.
5. May be required to escort local or state building and health authorities and safety inspectors during inspections.
6. May be required to conduct facility and resident shakedowns.
7. Assists the Executive Director in the development of an annual budget. Routinely conducts cost-benefit analysis relative to maintenance, sanitation and transport vehicles. Maintains accurate and complete files of information for documentation necessary for reports to the Executive Director.
8. Meets with the Operations Director on a daily basis for a mutual exchange of current events. Participates in scheduled All-Staff Meetings and other meetings required.
9. Works with the Operations Director to continuously upgrade the effectiveness and efficiency of the preventative maintenance plan.
10. Supplements facility coverage.
11. Be energy conscious and stress conservation.
12. Completes a minimum of forty (40) hours of in-service training per year. Participates in seminars and continuing education programs when appropriate and feasible.
13. May be required to provide transport assistance to residents, C.B.C.F. employees, and documents such activity.

Note- This job description shall in no way be construed as a limitation of the authority of supervising personnel to assign tasks which are not listed in the job duties section to employees under their direct or indirect supervision.

Minimum requirements-

Education High School Diploma or General Equivalency Diploma; minimum of 600 hours of

training in building maintenance and building maintenance repair. Valid State of Ohio low pressure boiler operator license required.

Experience

Minimum of two years in building maintenance and building maintenance repair (i.e., electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, boiler work, refrigeration, cooling, heating, appliances.).

Skills

Must know, understand, and apply C.B.C.F. program ideologies.

Must internalize and support the program as a positive adult role model.

Must convey a strong interest in being involved in offender rehabilitation.

Must show maintenance skills and the ability to use and instruct in the use of assorted hand and/or power tools and equipment.

Working knowledge of the use, care and maintenance of assorted tools and equipment used in building maintenance and repair, exterior grounds maintenance, and vehicles maintenance and repair.

Ability to calculate fractions, decimals and percentages as well as add, subtract, and divide.

Ability to recognize unusual and/or threatening conditions and take appropriate action.

Ability to carry out detailed but basic written or oral instruction, including ability to read and follow department instruction manuals and building blueprints.

Ability to recognize safety warnings.

Ability to demonstrate the physical strength with which to lift up to fifty pounds.

Working knowledge of building, grounds and vehicle maintenance methods, tools, materials and supplies.

Working knowledge of safety and sanitation practices and procedures.

Ability to plan, organize, train and direct the work of residents assigned to the maintenance crew.

Ability to establish and maintain effective working relationships with clients, vendors, co-workers, community agencies, etc.

Ability to work under stressful and demanding conditions.

Ability to effectively manage time and organize workload.

Basic computer skills preferred.

Note- Employee is required to maintain current First Aid and CPR/AED certification. Failure to do so may result in disciplinary action being taken up to, and including, termination.

Automobile, automobile liability insurance, and an acceptable driving record is required. Valid Ohio operator's permit required.