

Jail Tech Facility Conservation Coordinator

Monroe County Jail

**POSITION:** Facility Conservation Coordinator~~Maintenance/Jail~~  
**DEPARTMENT:** Building Maintenance~~/~~Monroe County Jail  
**WORK SCHEDULE:** As Assigned  
**JOB CATEGORY:** (Labor, Trades, Crafts)  
**REPORTS TO:** Directly to Facility Manager the Sheriff and Indirectly to~~coordinates with the~~ Jail Commander, County Fleet and Building Manager and Facilities Manager.

DATE WRITTEN: 5/22/2019

STATUS: Full time

DATE REVISED: ~~5/22/2019~~1/27/23~~2/23/23~~

This position requires an individual to perform each function of this position satisfactorily. The listed requirements are representative to the knowledge, skill, and ability required.-

**I. DUTIES:**

~~Daily looks at~~Reviews jail inspection reports daily and makes a schedule to repair or replace all issues. Performs preventive maintenance checks throughout the jail ~~such as HVAC, cameras, boilers, rooftop exhaust fans, sprinkler systems, walk-in cooler and freezer, fire alarm system, elevator, backup generator, jail chases, jail fixtures, lights, cells, cell doors and locks.~~ Cleans and lubricates all parts throughout the jail. and ~~Replaces worn or defective parts as needed.~~

Coordinates with the Sheriff, Jail Commander and/or Sheriff Designee,, County Fleet and Building Manager and or Commissioner Designee; and Facilities Manager to ensure priority of preventative maintenance activities..

Completes basic maintenance duties throughout the jail and grounds, including changing light bulbs, installing clocks, tightening loose screws/bolts, and, repairing and/or replacing water pumps, cell locks, doors and frames, faucets, toilets and shower fixtures. Patching and paintings walls and doors as needed.

Maintains and unplugs sinks, toilets, showers and drains, ~~repairs water leaks, troubleshoots and repairs water valves, sewage grinder and pumps.~~ and completes minor repairs with reasonable care to prevent further unnecessary damage to the facility.

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Coordinates and documents referrals of maintenance requiring specialized skills, training or tools

to the County Fleet and Building Manager or contracted maintenance personnel Commissioner Designee.

Troubleshoots and repairs electrical problems throughout facility. If an electrical issue is high voltage or beyond normal troubleshooting, refers to the Building Manager or contracted maintenance personnel.

Monitors ~~and maintains~~the security system, cameras, HVAC, and alarm systems for proper operation.

Maintains cleanliness facility yard and grounds adjacent to the jail facility, including sweeping sidewalks, and picking up trash, ~~and assists the Building Manager in clearing snow and ice in winter months.~~

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Assists the Facility Manager in ~~m~~Maintainings and ordering ~~s of parts~~/supplies as needed. ~~including for~~ cleaning supplies, inmate supplies, and specialty items. ~~Records~~ Assists the Facility Manager to inventory on all supplies.

Coordinates the sanitation and hygiene strategies for the facility under the supervision of the Sheriff and in collaboration with the Jail Commander.

Consults with facility medical staff and Jail Commander to identify any patterns of inmate maladies which might indicate the need for enhanced or immediate sanitation efforts.

Performs preventative maintenance checks, responds to an emergency situation and performs emergency repairs, routine maintenance and special projects as assigned by the Sheriff and or his designee..

Supervises at two (2) or more work crews of two (2) to (5) inmate workers per crew to perform sanitation and cleaning of the facility to include, graffiti removal and painting, floor cleaning and sanitation, day-room sanitation. and maintenance.

Assesses/briefs the Sheriff and Jail Commander regarding preventive maintenance needs, ongoing or current sanitation efforts/needs and potential issues which may need corrective action by the County Fleet and Building manager and/or Commissioner Designee.

Addresses on-spot correction with corrections staff of any observed or known issues which may negatively affect the sanitation of the facility.

Provides instruction and guidance to corrections shift supervisors regarding the management of inmate worker crews engaging in cleaning and sanitation efforts during their shift.

Designs and develops strategies to ensure sanitation efforts. For and maintenance e, designs and develops strategies in conjunction with the Commissioner Designee efforts occur in a cyclical manner so that the facility is properly maintained.

Advises the Sheriff and Jail Commander regarding any ongoing facility maintenance by County Fleet and Building manager and/or Commissioner designee.

Works closely with the Facilities Manager to provide efficiency in maintenance applicationsneeds and prevent redundancy of effort.

Advises the Sheriff and Jail Commander of any facility maintenance issues requiring inclusion in the annual jail report in accordance with IAC 210 IAC 3-1-2.

Advises the Sheriff and Jail Commander to ensure the facility is in compliance with the maintenance and sanitation provisions of 210 IAC 3-1-9.

Performs other related duties as required or assigned.

Prepares and presents D.O.C. required records for inspection. Coordinates and escorts outside contractors and service personnel.

Cleans blood-borne pathogens ~~at any hour or day~~ according to OSHA regulations.

Operates various tools/equipment in performance of duties, ~~such as hammers, screw drivers, wrenches, drills, air nozzle, air compressor, power saws, driver, ratchets, files, gauges, micrometer, ladder, grinder, drill press, pallet jack, fork lift, scissor lift, welding equipment, and electronic testing equipment, portable monitors, piping tools, pressure washer, mowers, shovel, mop and broom.~~

Performs the following daily, weekly, monthly, quarterly, and yearly:

Daily-- checks grievance reports and fixes or repairs within the scope of the Sheriff's authority. Completes walk through of jail facility and mechanical areas for any issues. ~~Air handlers, Water Heaters, and Jail Kitchen.~~

Weekly-- ~~Sends a report~~ Consults with the Sheriff, to Jail Commander and/or Sheriff's designee and Facility Manager ~~Sheriff regarding of~~ work completed and work scheduled to be completed ~~done~~

Monthly-- Checks all fire extinguishers, AED's in addition to checks by the Commissioner's

Designee, and escort bug man insect and rodent exterminator through the cells.

Quarterly- Escorts Keorsen appropriate vendors on the fire test for the jail. Changes all filters in HVAC system

Yearly- Assist the Jail Commander with the Annual Jail Report Thorough Jail inspection with a report to Jail Commander and Facility Manager with regarding the maintenance and upkeep of the jail and any unfunded needs and projects essential to the jail operation and maintenance any areas that need improving or renovating in accordance with 210 IAC 3-1-2.-

## **II. I. SKILLS AND KNOWLEDGE JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED

Must possess a valid driver's license.

Must be at least 21 years of age.

Ability to complete the Indiana Law Enforcement Academy (ILEA) Basic Jail Academy 40 hour training course. Ability to complete additional trainings as assigned by Sheriff.

Ability to meet all Department hiring requirements, including passage of a drug test.

Working knowledge of and ability to make practical application of Department safety policies and procedures, including OSHA guidelines.

Complete the **OSHA 10-Hour General Industry** training course within the first 180 days of employment.

Working knowledge and/or experience of maintenance practices, building upkeep, and basic janitorial, carpentry, plumbing, electrical, welding, painting and sanitation requirements for assigned areas of responsibility. Ability to analyze and diagnose causes of mechanical and electrical malfunctions and complete related maintenance and safety measures as required appropriate referrals to the County Fleet and Building Manager or contracted maintenance personnel.

Ability to safely operate a variety of tools/equipment required for cleaning and sanitation, such as hammers, screw drivers, wrenches, drills, air nozzle, air compressor, power saws, driver, ratchets, files, gauges, micrometer, ladder, grinder, drill press, pallet jack, fork lift, scissor lift, welding equipment, electronic testing equipment, camera testing equipment, portable monitors,

~~pipng tools, pressure washer, mowers, shovel, mop, and broom.~~

~~Ability to read and interpret detailed blueprints, sketches, specifications, technical manuals, instruments, gauges and dials. Ability to use shop/technical mathematics.~~

Ability to physically perform maintenance duties, including standing/walking for long periods, moderate ~~to heavy~~ lifting, pushing/pulling objects, reaching, bending, crouching/kneeling, climbing ladders, working in cramped/awkward positions, handling/grasping/fingering objects, and hearing mechanical sounds.

Ability to work alone with minimum supervision and with others in a team environment. Ability to work rapidly for extended periods, often under time constraints, and on several tasks at the same time.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to operate computer and smart phone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, vendors/parts suppliers, and inmates, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain Department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with hostile/violent persons.

Must be available for emergency call outs.

Ability to apply knowledge of people and locations and plan/layout assigned work projects. Ability to occasionally work extended hours, evenings and/or weekends.

~~Possession of a valid Indiana driver's license and demonstrated safe driving record.~~

### III. ~~II.~~ RESPONSIBILITY:

Performs duties according to a flexible, customary routine, prioritizing work according to equipment service needs. Errors in work are primarily detected or prevented through reference to technical manuals/specifications and standard safety procedures. Undetected errors could result in damaged or unsafe equipment and/or endangerment to self or others.

Must be able to work with little or no supervision, independently prioritize work and meet deadlines.

### IV. ~~III.~~ PHYSICAL EFFORT AND WORK ENVIRONMENT:

Duties often involve continuous physical exertion, such as standing/walking for long periods, working in cramped/awkward positions, lifting/carrying objects weighing ~~in excess of~~ up to 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, climbing ladders, plowing/shoveling snow, hearing mechanical sounds, and handling/grasping/fingering objects.

### IV. WORKING CONDITIONS:

Majority of duties in a jail facility and outdoors and is frequently exposed to hazards normally associated with building maintenance/repair, including heavy machinery and equipment, moving parts, noise, dust, grease, fumes, fuels, confined spaces, heights, toxic chemicals, slippery surfaces, extreme temperatures, inclement weather, and exposure to hazards associated with jail operations, such as potentially hostile/violent individuals and communicable diseases. Safety precautions must be followed at all times to avoid injury to self or others and protective gear must be worn according to Department policy.

The Jail Tech-Facility Conservation Coordinator occasionally works extended hours, evenings and/or weekends. Shifts may vary depending ~~on~~ of the needs of the agency.

### V. ~~IV.~~ PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with The Sheriff, Jail Commander, County Fleet and Building Manager, Facilities Manager co-workers, other County departments, inmate workers and residents, County Health Department, state agencies and the public for the purposes of explaining procedures and regulations, providing instruction, and resolving problems.

Incumbent reports directly to the Sheriff.

**VI. APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

The job description for the position of ~~Building Maintenance Technician~~ Facility Conservation Coordinator for the Jail describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Print Name