

**Job Title: MAINTENANCE DIRECTOR, ETOWAH COUNTY COMMISSION (8-12-24)**

**Department:** Maintenance and Building Services

**Reports To:** Chief Administrative Officer

**Supervises:** Maintenance Technicians and Heating Ventilation and Air Conditioning Technician, and Building Services Supervisor with Building Service Workers.

**Other Internal Contacts:** All County Departments, Especially Department Heads and Supervisors, with a heavy focus with Detention Center leadership.

**External Contacts:** Vendors, Suppliers, Contractors, and General Public

## **SUMMARY**

The Maintenance Director safely plans, organizes, trains, assigns, performance manages and performs work associated with the security, preventative maintenance, and repair of approximately 14 County buildings and facilities. This includes a significant commitment to the Detention Center. Responds to emergency situations outside of normal work hours as needed.

## **PRIMARY DUTIES**

- Supervision and General Management
  - Supervise Maintenance Technicians, HVAC Technician and Administrative Clerk. Perform team members' duties as needed. Oversees inmate workers assigned to work with and support Technicians.
  - Plans and budgets for routine, minor construction and maintenance projects and for major capital improvement projects.
  - Supervises Facility Maintenance Supervisor who supervises six Building Service Workers and two BSW/Floor Technicians.
  - Assigns projects, tasks and daily work orders. Provides guidance and direction as needed, and inspects work for safety, quality and timeliness.
  - Manages and approves time and leave of team members.
  - Models the way and provides technical/functional and people leadership, including safety, and customer service, for team members.
  - Hires and trains Technicians and Administrative Clerk.
  - Specifies requirements and orders parts as needed for all maintenance operation area outlined further below.
  - Maintains records of proactive and preventative maintenance and repairs on equipment, systems and buildings.
  - Oversees and/or performs duties outlined in the maintenance functional areas below.
  
- Property Security
  - Assure operable physical security of County-maintained buildings, including the Office of the Sheriff including the Detention Center, Courthouse and Judicial Building.

- Conducts periodic security audit to assure doors are closing and locking properly.
- Rebuild jail locks as needed.
- Install and maintain security codes, fire alarms, and security metal and X-Ray machines.
- Maintain and replace security glass in jail doors, windows, and rec yards.
- Manages key control access, issuance, and return, for Courthouse, Judicial Building, and Sheriff's Office including the Detention Center
  - Assures appropriate keys are only issued to designated personnel and are so documented.
  - Assures, through appointing authority/department head, that all keys are returned, and documented, at time of job change, if appropriate, or separation.
- Electrical and Electronics
  - Conduct preventative maintenance, including with volt meters and ohm meters, to prevent malfunctions and service interruptions.
  - Install electrical boxes, transformers, breakers, fuses, switches and plugs. Pull wire. Replace bulbs, ballasts, and fixtures.
  - Install low voltage wiring for telephones, computers, intercom, fire alarm, and security systems.
  - Install fiberoptic and coaxial cable for cameras and telephones.
  - Maintain video and recording systems for ECSO and Detention Center, Courthouse, Judicial Building, and Animal Shelter.
- Heating, Ventilation and Air Conditioning
  - Repair and replace belts, motors, heating elements, switches, gears, pulleys, and thermostats for HVAC equipment.
  - Inspect and align pulleys, clean and lubricate/grease parts and bearings. Change motors and pulleys on cooling towers. Clean condensate fans. Replace filters in all units.
  - Repair and replace pumps and pump motors.
- Plumbing
  - Maintain water and sewer lines.
  - Maintain gas stoves, dryers and water heaters.
  - Install plumbing fixtures including faucets, toilets and showers.
  - Repair toilets, change flush valves, vacuum breathers.
  - Unclog drain and sewer lines with sewer auger machine for toilets and kitchen.
  - Clean and maintain sewer grinder.
  - Check pressures on water and gas lines.
  - Change out water pumps and bearings for domestic water system.
  - Fit and join copper, PVC, black iron, galvanized and conduit pipe.
  - Solder copper pipe and use Pro-Press tool for joining copper pipe.

- Fire Protection
  - Check fire alarm panel daily.
  - Clean smoke and heat detectors.
  - Replace sprinkler heads and repair system as needed following damage by inmates or others.
  - Schedule and coordinate annual fire alarm test with testing company.
  - Schedule and coordinate annual fire extinguisher tests with testing company.
  - Maintain adequate supply of fire extinguishers.
  
- Welding
  - Repair and weld bunks, tables, chairs, and equipment.
  - Operate cutting torches and mig, tig, and stick welders to fabricate requests from Detention Center leadership.
  
- Construction, Carpentry, Roofing and Flooring
  - Frame walls, cut, fit and finish drywall.
  - Paint.
  - Repair roofs and gutters.
  - Install variety of tile including VCT tile floors.
  - Install and replace acoustical ceiling tile.
  - Build and assemble furniture and shelving units.
  - Build forms for pouring concrete. Mix and pour concrete
  
- Contractor Management
  - Coordinate with specified architect if required.
  - Draw and outline plans, read blue prints and schematics.
  - Must always accompany contractors while working in the Detention Center.
  - Oversee and approve project work by outside contractors.
    - Contractor projects/services include: Elevator, insect control, telephone, security, fire alarm test, pump test, fire extinguisher test, health department, and larger HVAC projects.
  
- Commercial-Type Facility Maintenance—Detention Center
  - Kitchen
    - Install and maintain Detention Center kitchen serving 2,100+ meals per day.
      - Water heaters, drains, ice makers, freezers, refrigerators, dishwashers, stoves, ovens and warmers, and steam kettles.
  - Laundry Rooms
    - Serving 700+ inmates
  
- Grounds Keeping
  - Maintain sprinkler systems.

- Miscellaneous
  - Maintains morgue facility, including security and refrigeration.
  - Moves furniture. Hangs pictures.
  - Unloads trucks. Moves items for storage.
  - Installs, maintains, and repairs electric and hydraulic motors, pumps, elevators, rolling security gates, and fencing.
  - Uses a broad scope of tools and equipment including drill presses, grinders, saws, screw drivers, pliers, wrenches, drills, hammer drills, ack hammers, arc welders, mig welders, tig welders, cutting torches, plasma cutters, grinders, drills, saws, nail guns, volt meters, ohm meters, multi-meters, manifold gauges, soldering guns, air compressors, test equipment, concrete saws, pipe threaders, fish tapes, conduit benders, lawn equipment, forklift, pallet jack, and computer for HVAC control.
  
- Anything else consistent with the nature and scope of the role, including as a member of the Commission leadership team, or as otherwise may be expected or assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- **Education/Training/Experience**
  - High School Diploma or equivalent.
  - Associates Degree or above preferred.
  - Related technical course work, training and/or experience in plumbing, electrical, electronics, HVAC, construction, carpentry, locksmithing, appliance repair, masonry welding, and blueprint reading.
  - Seven plus years of related experience. Any combination of related education, training and experience which provides the listed qualifications will be considered.
  - Supervisory experience preferred.
  - Knowledge and skills in employee relations, performance management and development.
  - Experience in facility maintenance of a corrections center or jail preferred.
  
- **Licenses and Certifications**
  - EPA 608 Certificate to purchase freon.
  - Locksmith Certificate (if required by federal agency).
  - Valid Alabama Driver's License, or ability to secure within six months, while legally licensed from another state.
  
- **Other Capability**
  - Ability to respond as needed to emergency situations outside of normal work hours.

## **SAFETY-SENSITIVE POSITION**

- This is a "Safety-Sensitive" position. The successful candidate must pass a pre-employment drug test (and physical) and will be subject to random unannounced drug and alcohol testing throughout employment with the County while working in a Safety-Sensitive position.

## **GUIDELINES**

- National Electric Code
- National Fire Protection Association
- International Plumbing Code
- American Correction Association
- Etowah County Personnel Policies and Procedures

## **WORK ENVIRONMENT**

- The work environment involves high risks with exposure to potentially dangerous situations or unusual stress which require a range of safety and other security precautions. Work includes tasks performed at great heights and may be under a variety of extreme weather conditions. Given Detention Center operational requirements, the incumbent and team members may be subject to physical attack and mob conditions.

## **PHYSICAL DEMANDS**

- Some of the work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects of more than 50 pounds. Significant Detention Center work performed in limited physical space and also in areas in need of being ready to defend oneself of others from physical attack.
- The following physical abilities are required: Walking, balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, kneeling, lifting, pushing, pulling, reaching, repetitive motion, speaking at a level to convey information, hearing at normal speaking levels, shouting to be heard, standing, stooping, and visual acuity to the level of inspecting small parts, determining accuracy and thoroughness or work assigned, and at a level to operate motor vehicles, with or without correction.
- Also required is body mobility to be able to move about construction sites, stamina to withstand adverse weather conditions such as heat and cold, wind and rain, when performing outdoor maintenance.

## **COMPLEXITY**

- Responsibility for interior and exterior maintenance and housekeeping of multiple buildings including the Detention Center with inmates, many of whom, strive to damage systems and facilities, and many of whom provide safety and security risks complicate the performance of many duties.
- It's a challenge to perform certain functions within the Detention Center due to the number of locked doors, and the security protocol to move about. To help assure security from inmates, often not able to carry all tools, equipment, materials and supplies, at one time.
- Striving to satisfy employees, CAO supervisor, County Engineer, and Elected Officials— Sheriff, Judge of Probate and Revenue Commissioner.

- Coordinating with contractors and external auditors/inspectors to assure all systems are functional and up to code.

#### **SCOPE AND EFFECT**

- The purpose of this position is to provide hands on and team leadership expertise in the maintenance of County facilities.
- Success in this position contributes to the safe, secure, clean, and comfortable surroundings for County employees and citizen customers to conduct their business efficiently and effectively.
- Success also contributes to the operational effectiveness of the Detention Center.