

LEAVENWORTH COUNTY JOB OPENING

VACANCY #26-7-2

Posted 7-9-26

POSITION: Maintenance Specialist

SALARY: \$23.36-\$25.27/hour

County Employees Only: May apply at the Human Resources Department, 1st Floor, Suite 104, in the County Courthouse.

General Public: May apply at the Leavenworth Workforce Center, 1901 Spruce Street, Leavenworth, Kansas or EMAIL applications to hr@leavenworthcounty.gov or fax the application to (913) 684-1028. Application may be found on the Leavenworth County website at www.leavenworthcounty.gov under *Departments / Human Resources / Apply Here*

This position closes when filled

JAIL FACILITY MAINTENANCE WORKER

Effective Date: January 15, 2013	Revised January 2018
Re-evaluation Date: Annual	Approval: Sheriff Andrew Dedeke

TITLE: Maintenance Specialist

ASSIGNMENT: Detention Bureau – Jail Division

CLASSIFICATION: Civilian (PT/FT), Non-exempt, Non-essential personnel

PAY LEVEL: 13-SO

PRE-HIRE REQUIREMENTS: Physical and U/A

POSITION DESCRIPTION: Responsible for performing a variety of routine and complex maintenance, service and repair duties to assist in the upkeep of assigned Sheriff's Office and Jail Facility equipment and properties.

DUTIES-EXAMPLES OF WORK: Monitors, plans and coordinates repairs; tracks repair orders; makes notification of completed repairs; tracks and makes recommendations for impending repairs/projects; repair-replace electrical/mechanical security systems in the jail facility; fabrication of equipment and parts for repair and or replacement; monitor/test and coordinates facility systems to include backup generators; assists in the moving of tables, chairs, cabinets, desks and other office furniture and equipment; performs general maintenance and repair duties including but not limited to, painting, replacing bulbs, fixtures, switches, outlets, thermostats or resetting of other electrical-mechanical equipment; changes filters, repair-replace faucets, toilets, sinks; maintains accurate records regarding equipment repair and maintenance; follows established procedures on maintenance within the jail facility.

ADDITIONAL DUTIES: Performs other duties as directed or as the situation dictates.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the American with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents in this class.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general materials, methods, equipment and procedures employed in buildings and grounds maintenance work.
- Knowledge of the care and safe operation of both manual and power tools and equipment used in maintenance repair tasks.
- Knowledge of the techniques required to perform maintenance and repair of equipment, grounds and facilities.
- Ability to learn jail facility control and lock systems.

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- Ability to read blue prints and schematics.
- Ability to understand and follow instructions, verbal or written.
- Ability to communicate effectively, both orally and in writing
- Ability to maintain basic maintenance reports/logs.
- Ability to work independently, prioritize work, meet deadlines and make decisions on the basis of established procedures and policies.
- Ability to work extended hours, report early or come in on time off to make repairs if required.
- Ability to establish and maintain effective working relationships with supervisors, fellow employees, inmates and the general public.
- Ability to retain composure when dealing with violent or hostile prisoners.

PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors and requires a considerable amount of physical activity, including extended periods of sitting, walking, and standing, kneeling, bending, crouching, reaching, stooping and climbing. An incumbent must have the ability to frequently push, lift and or carry equipment, supplies and other materials weighing up to 50 pounds and to occasionally push, pull, lift and or carry equipment, supplies and materials up to 75 pounds. Incumbent must possess the hand-eye coordination and manual dexterity to use arms and hands to reach, finger, feel, grasp and to handle tools and equipment utilized in maintenance and repair activities.

Work requires the ability to tolerate an indoor and outdoor work environment which includes hot and cold air temperatures, contact with or exposure to dust, dirt, noise, noxious/offensive odors, poor lighting, heights, electrical hazards, hazardous chemicals (insecticides and cleaning solvents), vibrations, dampness, wetness and inclement weather conditions. Work also includes possible exposure to infectious diseases in sewers and requires the use of a face mask and other special preventative equipment.

Work hours may occasionally be required before or after normal business hours. Noise level is usually moderate. Vision abilities, correctable to normal ranges, include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Communication abilities include the ability to talk and hear with normal ranges.

Work requires interaction with the general public, facility staff, civilian employees and inmates. Working in or near the inmate population can be stressful. Incumbents may be exposed to behavior or criminal information which may be disturbing in nature.

EDUCATION, CERTIFICATIONS AND OR LICENSES: High school diploma or equivalent; valid driver's license; ability to pass an extensive background; no criminal record. Acceptable work experience or certifications in building maintenance, electrical, mechanical and/or plumbing is preferred.