

# Leon County Sheriffs Office

## Job Description - Listing

### POSITION: Maintenance-General

ID	Statement	Performance Standard
<b>TASK</b>		
ALL1000	Complete assignment as directed	The employee will successfully complete all assignments to specifications as directed and within the specified time frame and budget in accordance with agency policies.
CO3093	Report sabotage, pilferage, or security violations	The employee will immediately and accurately report any sabotage, pilferage, or security violations to a supervisor and/or control room, pursuant to DOC/FJMS requirements and in accordance with
MT3410	Perform daily inventory of assigned tool box	The maintenance personnel will correctly perform a daily assigned tool box inventory to ensure that all tools are properly accounted for prior to commencing daily activities, in accordance with agency policies and FJMS regulations
MT3411	Perform twice monthly inventory of assigned tool cabinet	The maintenance personnel will correctly perform an inventory of assigned tool cabinet twice a month to ensure that all tools are accounted for pursuant to FJMS regulations and in accordance with agency
MT3412	Perform bi-annual cross check of assigned tool cabinets	The maintenance personnel will correctly perform a bi annual cross check of each other's tool cabinet in order to ensure that all tools are present and accounted for, in accordance with agency policies
MT3420	Plan painting jobs	The maintenance employee will prioritize, assess, and schedule painting jobs so that they are completed in a non interruptive manner with minimal disturbance to the normal operation of the detention facility, personnel, and inmates in
MT3421	Purchase supplies on account	The maintenance employee will determine the type and amount of supplies required to complete the job being assessed, and order the correct supplies via telephone from the appropriate vendor in accordance with agency policy.
MT3422	Perform painting jobs	The maintenance employee will complete painting assignments equal to or exceeding the original standard in a timely manner and with minimal disturbance to the normal operations of the facility in accordance with agency policies.

**POSITION: Maintenance-General**

<b>ID</b>	<b>Statement</b>	<b>Performance Standard</b>
MT3423	Perform structural repair jobs	The maintenance employee will complete structural repair assignments equal to or exceeding the original standard in a timely and safe manner and with minimal disturbance to the normal operations of the facility in accordance with agency policies.
MT3425	Perform welding jobs	The maintenance employee will complete welding jobs in a timely and safe manner equal to or exceeding the original standard, and with a minimal disturbance to the normal operations of the facility in accordance with agency policies.
MT3461	Replace light bulbs/fixtures	The employee ensures that all light fixtures are operating correctly, replacing any found or reported burned out or malfunctioning bulbs or fixtures in a timely and safe manner.
MT3462	Assist maintenance personnel	The employee assists maintenance personnel in coordinating, scheduling, and performing various maintenance repairs/installations.
MT3463	Perform regular HVAC	Given a request, as needed, or at specified intervals, the employee correctly changes HVAC filter systems and cleans chiller towers.
MT8017a	Schedule and/or supervise ongoing painting program	The employee will schedule and/or supervise an ongoing facility painting program and will prioritize, assess, schedule and supervise painting jobs so that they are completed in a non interruptive manner with minimal disturbance to the normal operation of the detention facility, personnel, and inmates in accordance with agency policy.
MT8017b	Maintain inventory of paint and related supplies	The employee will assess upcoming painting needs and will order and maintain an adequate inventory of paint and related supplies to eliminate unnecessary delays due to insufficient supplies to help ensure that all scheduled painting jobs are completed within the established timeframes.
MT8021	Test fire pump house weekly	The maintenance employee will inspect and run a fire pump diagnostic test to verify that the pump is maintaining the required pressure for the sprinkler system consistent with NFPA 20 specifications and in accordance with agency policies.
MT8022	Perform minor welding jobs	The maintenance employee will complete minor welding jobs in a timely and safe manner equal to or exceeding the original standard, and with a minimal disturbance to the normal operations of the facility in accordance with agency policies.

**POSITION: Maintenance-General**

<b>ID</b>	<b>Statement</b>	<b>Performance Standard</b>
MT8036	Update and maintain tool log	The authorized employee will correctly log all tools in and out, recording required information in an accurate manner in the logs and resolving any noted discrepancies, pursuant to DC requirements if applicable and in accordance with agency policies.
MT8050	Move/transport movables	The employee moves and/or transports furniture, equipment, or other movables in a safe manner, ensuring the movables arrive at the correct location without damage and in a timely manner.
MT8051	Replace movables	The employee replaces worn/broken furniture and equipment as per authorized request in a safe and timely manner.
MT8052	Inspect and report maintenance safety issues	The employee conducts regular informal facility inspections to identify any unsafe conditions, and immediately reports any found safety issues to the appropriate authority.
MT8055	Perform minor building repairs	The employee performs minor building repairs, ensuring that the repairs are performed correctly, safely, and pursuant to applicable building code requirements/regulations.
MT8062a	Store flammable materials	The employee will properly store flammable materials in an approved container within an approved area in a safe and secure manner consistent with agency policies, state/federal/FMJS

**POLICY**

PL1	Accepts supervision and	The employee/volunteer responds to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with agency policies.
PL2	Grooming and dress	The employee/volunteer is appropriately groomed and attired so as to present a professional image in accordance with the agency mission, goals, and
PL3	Observes work hours	The employee is at work on time and works the shift until the shift is over.
PL4	Contact with public	The employee/volunteer demonstrates a polite, helpful, courteous, and professional image when engaged in any activity with the public.
PL5	Operation and care of equipment	The employee/volunteer properly operates and cares for equipment to manufacturers specifications and/or within the specified parameters and in accordance with agency policies.

**PROFICIENCY**

PR23	Inter-personal skills	The employee/volunteer demonstrates congenial, respectful, and productive behaviors and attitudes towards others in working relationships and
------	-----------------------	---

**POSITION: Maintenance-General**

<b>ID</b>	<b>Statement</b>	<b>Performance Standard</b>
PR29	General communications skills	The employee/volunteer has the ability to express ideas and effectively communicate information to citizens and colleagues as well as the ability to process verbal information, physical cues, and body language in order to effectively listen to
PR3	Radio communications	The employee utilizes the 2-way radio for official communications only, communicating in a clear, concise, and intelligible manner under all conditions and at all times.
PR31	Problem solving	The employee has the ability to look beyond surface issues to identify and analyze problems and develop effective responses and solutions to resolve such problems.
PR39	Knowledge of procedural/policy manuals	The employee has the ability to read, interpret, and follow procedural and policy manuals related to the job performed by the incumbent and demonstrate this knowledge via oral or written testing.
PR4	Verbal communications	The employee/volunteer conveys verbal information / instructions / directives / commands in a clear, concise, and intelligible manner.
PR5	Written communications	Written communications are accurate, concise, legible, and timely.

**POSITION: Maintenance-General**

**ID**

**Statement**

**Performance Standard**

Notes, Comments, or Additional Performance Measures to be added:

---

\_\_\_\_\_

SUBJECT MATTER EXPERT APPROVAL

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

DATE

