

Caroline Detention Facility

Chapter 11 – Job Descriptions

11.35 – Maintenance Technician

A. Position Classification

Job Title:	Maintenance Technician
Section:	Maintenance/Support
Exemption Status:	Non-Exempt
Employment Capacity:	Hourly
Supervisory Status:	Non-Supervisory
Position Status:	Essential
Eligible for Language Premium Pay:	Yes

B. Definition

This is a general maintenance technician position in which the incumbent is responsible for the repair and upkeep of the facility and assets. Responsibilities include general maintenance tasks that may or may not require specialized training. The goal is to provide the detainees and staff with safe and healthy living and working conditions which conform to Caroline Detention Facility (CDF) policies and procedures, ICE standards and Occupational Safety and Health Administration (OSHA) standards.

C. Chain of Command

Maintenance Supervisor; Security Support Chief; Assistant Superintendent; Superintendent

D. Schedule

1. Normal work hours are 0700 – 1500, unless otherwise specified by the Maintenance Supervisor.
2. As an essential position, the Maintenance Technician is responsible to report for work outside of normal hours to respond to any emergency at the CDF.

E. Duties and Responsibilities

1. Review and complete jobs required to satisfy work orders, and close out completed work orders in the system;
2. Perform preventive maintenance inspections, meter readings, etc., in all areas of the facility according to the maintenance schedules set forth in CDF policy;
3. Inspect facility vehicles monthly according to facility guidelines, and ensure proper repairs, preventive maintenance and State Inspections are conducted in a timely manner;
4. Perform various maintenance tasks, including, but not limited to, repair plumbing leaks; repair and/or replacement of plumbing fixtures and valves; remove blockages in drain lines; replace light bulbs, fixtures, and/or ballasts; paint buildings, interior and exterior, as needed; complete groundskeeping tasks;
5. Ensure buildings and fixtures are in good repair;
6. Train and oversee detainee work crews for large projects within the secure perimeter of the facility, i.e., painting, floor maintenance, etc.
7. Ensure the maintenance shop and adjacent areas are kept clean and orderly, in accordance with CDF and OSHA standards;
8. Maintain chemicals and other toxic materials as described in CDF policy and procedure;
9. Ensure all tools are accounted for and secured each workday by conducting inventories at the start and end of each shift;
10. Escort and monitor maintenance contractors while inside the secure perimeter of the facility;

11. Complete required inspection and inventory forms;
12. Report any and all deficiencies and/or discrepancies to the Maintenance Supervisor immediately;
13. Perform other duties as assigned.

F. Education/Experience

1. High School Diploma or equivalent;
2. Minimum of two years of general maintenance experience;
3. Minimum of two years plumbing experience, preferably in a commercial setting;
4. Good knowledge of safety and security on tool and equipment usage;
5. Experience in a correctional setting preferred;
6. Bi-lingual or multi-lingual preferred.

G. Skills and Abilities

1. Ability to interpret and apply regulations, standards, policies and procedures to daily work activities;
2. Ability to maintain confidentiality;
3. Strong interpersonal communication skills;
4. Good written and oral communication skills;
5. Good computer skills.

H. Licenses and Certificates

1. Valid Virginia Driver's License;
2. OSHA 10 Certification (pre or post hire)

I. Physical Characteristics

Good vision; able to hear conversations within noisy groups; mobility to walk, run, stoop, bend, and climb stairs, ladders; able to lift more than 25 pounds; stamina to run and/or stand for extended periods; capable of working under stressful conditions, in high and low temperatures, and around dust, odors, and noise; olfactory senses sufficient to detect smoke from fire and/or specific prohibited substances (e.g., marijuana); able to operate variety of tools and machinery, able to access and work in confined spaces.

J. Other

Aptitude: Incumbent must be able to follow instructions from the Maintenance Supervisor regarding installation, repair and maintenance of fixtures and equipment. Must have a general knowledge of all phases of physical plant activities. Must be able to make sound judgments and work independently. Incumbent performs under the immediate supervision of the Maintenance Supervisor; participates in a continuous in-service training program and receives specific training preparation for increased job responsibilities; comprehensive policies and procedures are available for guidance.

Temperament: Incumbent must be able to deal with people in a variety of changing and complex situations; requires the ability to deal tactfully and cordially with a variety of people from different intellectual levels and cultural backgrounds. This person must be punctual, professional in appearance, and possess a positive mental attitude; and, be philosophically committed to the objectives of the facility.

Ethos: Incumbents are required to abide by the Standards of Conduct, the Code of Ethics, and the General Orders, as presented in the CDF policies and procedures manual. Employees are expected to report for work at their scheduled time.

Reference

Questions or suggestions regarding this policy should be directed to the Maintenance Supervisor.

Standards

ACA-4-ALDF, 4th Edition:

PBNS 2011: 1.1; 1.2; 1.3; 2.3; 2.4; 2.8; 2.11; 2.14;

Other:

CDF Policies

All Emergency Plans (1.1 – 1.1.22);

All Personnel Policies (8.2 – 8.35.A);

1.2; 1.2.A; 1.3; 2.3; 2.4; 2.8; 2.11; 2.12; 2.13; 2.14; 4.1; 10.0; 10.35.A - N; 12.0

Policy Approval



Colonel Paul Perry, Superintendent
Caroline Detention Facility

June 1, 2023

Origination Date