

# LINN COUNTY CLASSIFICATION

**TITLE: SHERIFF MAINTENANCE WORKER**

**NUMBER: 668**

**APPROVAL ORDER NUMBER: 2024-309**

**RANGE: 12**

**DATE: SEPTEMBER 10, 2024**

**CATEGORY: DSA**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs varied maintenance and repair work at the Linn County Jail, Sheriff's Office and other Sheriff's Office facilities. Assists with the supervision of inmate workers. Work is performed within established department policy and procedures, accepted repair procedures and equipment manuals. The employee uses initiative, judgement and experience to determine and choose between alternate guidelines.

SUPERVISION RECEIVED: Works under the direction of the Programs Lieutenant or designee who assigns duties and evaluates performance and adherence to established policy.

SUPERVISION EXERCISED: Supervision of other employees is not a regular responsibility of this position; however, for the purposes of coordinating maintenance activities, the Maintenance Worker may exercise limited supervision over Adults in Custody (AIC) workers.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Repair, service and provide regular and preventative maintenance of gas, water and air heaters, electrical systems, motor appliances, air conditioners and alarm systems.
2. Perform carpentry work as needed. Perform repairs and alterations to drywall, plaster, wall coverings, flooring and other finishes.
3. Repair building hardware as needed including the changing of locks.
4. Repair and regularly maintain plumbing fixtures, pipes and fire system.
5. Maintain tools and work area in good order. Maintain inventory of tools at all times.
6. May supervise AIC workers who do various tasks around the jail.
7. Establish and perform a preventive maintenance program for the Sheriff's Office facilities including the jail. Assist in general labor duties for all departments.
8. Report any areas that need attention that can't be repaired or maintained.
9. Maintain inventory of laundry and cleaning supplies. Order items as needed.
10. Employee work schedule is subject to change to meet emergency or other situations that necessitate scheduling due to conflicts with work areas.

11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Reasonable knowledge of the maintenance and repair of public buildings; reasonable knowledge and repair of plumbing, heating and cooling systems. Knowledge of carpentry; knowledge of tools and materials necessary to make repairs. Skill in the use and care of tools and equipment.

Ability to work from ladders, scaffolds and other above-ground locations, including roofs. Ability to assess problems with electrical, plumbing, heating and cooling systems and make necessary corrections to resolve problems. Ability to communicate effectively in oral and written form, make decisions independently and to use initiative and judgement in dealing with other departments; if necessary, meet and deal courteously and effectively with other employees, department heads, outside agency personnel, contractors and the public. Ability to operate machinery including forklifts and other material handling equipment.

**EXPERIENCE, EDUCATION AND TRAINING:** Four years of progressively responsible experience in building maintenance with experience in plumbing, electrical, heating and cooling system repair. Experience in painting, masonry and carpentry and a thorough knowledge of the materials and tools needed to complete repairs to the facility. Graduation from a senior high school or possession of the equivalent GED Certificate or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

**NECESSARY SPECIAL QUALIFICATIONS:** Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written and oral interview as prescribed by the Sheriff's Office. Journeyman's card in maintenance (mill wright), carpentry, electrical or refrigeration is preferred but not required. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of

employment. Must maintain the ability to testify in court. Must maintain a valid First Aid  
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and CPR card including instruction in the use of an Automatic External Defibrillator.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed both indoors and outside and is physically demanding. Work requirements include the ability to see, speak and hear; sit, stand and walk; bend, stoop and kneel; use hands to finger, handle or operate objects, tools or controls and reach with hands and arms. The work requires the ability to lift, move or carry fifty (50) pounds. Work is performed in an environment that involves everyday risks or discomforts requiring safety precautions.