



CLASS SPECIFICATION

Class Title: Justice Complex Maintenance Manager
Department: Sheriff

Class Code: 179
Eff. Date: 1/15/95
Grade: 29
Revised: 01/23/06

GENERAL PURPOSE

Under the general guidance and direction of a Division Commander, performs management, supervisory and a variety of complex and skilled duties in the maintenance of the Justice Complex which includes the jail, work center, Sheriff's Office, and the courts.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Assigns and supervises daily work tasks of Building Maintenance Workers, custodians, and inmate workers; monitors work to assure satisfactory completion. Evaluates performance in compliance with Davis County Policies and Procedures; disciplines employees as instructed and in compliance with all applicable policies and procedures. Trains and instructs maintenance workers on operation and repair of electrical and mechanical systems in the Justice Complex.

Supervises maintenance of electronic system including key cards. Maintains adequate inventory of repair and replacements parts to minimize potential system failure. Maintains and repairs programmable controllers. Ensures necessary materials are readily available for timely repairs or replacement of failing systems.

Supervises and maintains electrical systems including emergency generators and main power system. Identifies and arranges for system upgrades, maintenance and repair. Prepares and plans for aging and potential failures of equipment and structures. Monitors and tests generators and schedules preventive maintenance.

Maintains electronic security systems, fire alarm systems, closed circuit TV systems, and telephone wiring systems; reviews systems to determine proper operation and provides maintenance as necessary.

Maintains and operates mechanical systems including heating and air conditioning systems, fire sprinkling systems, fuel systems, boilers, water softeners, plumbing and landscape irrigation systems; reviews systems to ensure proper operation and provides maintenance as necessary.

Assists with budget planning and purchasing needs for maintenance in the Justice Complex; prepares cost estimates and projections for maintenance operations expenses. Identifies needs that address maintenance, repairs, equipment/system failures. Monitors expenditures and operates within approved budget.

Supervises contractors; coordinates the efforts of maintenance employees with the work of contractors; monitors the progress of contract work and advises Division Commander of concerns.

Reviews blueprints, as necessary.

Orders and maintains supplies, equipment, and inventory.

Ensures the completion of the following duties: scheduling of rooms for usage, room arrangement and equipment, room cleaning after usage.

Assists with all duties necessary to operate and maintain Justice Complex, including snow removal, landscape maintenance, plumbing, electrical, painting, carpentry, and custodial.

Maintains a tool and equipment inventory; services and repairs hand tools, saws, drills, and other power equipment.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from high school or equivalent plus four (4) years of full-time experience in building construction and maintenance, one (1) of which must have been in a supervisory function; or an acceptable combination of education and experience. Preference may be given for licensed Journeyman Electrician.

2. Special Qualifications:

Must pass the Davis County Sheriff's Office background investigation.

Must possess a valid Utah Driver License.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Considerable knowledge of: carpentry and construction; maintenance of security systems, plumbing and electrical systems, heating/cooling systems; grounds maintenance; cleaning methods, materials and equipment. Working knowledge of: effective supervisory principles and practices, County Policies and Procedures.

Skill in the use of hand and power tools common to building and grounds maintenance.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: supervise, direct, and evaluate the work of others; interpret, read, and work from sketches, diagrams and blueprints; make cost estimates of time and materials needed for construction; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, employees, contractors, other agencies, and the general public.