

Job Description: INMATE WORK PROGRAM
COORDINATOR/MAINTENANCE WORKER II (PARKS)

CLASS NO. 2604

EEOC CATEGORY: Protective Service / Skilled Craft Worker

PAY GROUP: 17

FLSA: Nonexempt

SUMMARY OF POSITION

Oversees and works with the trustee, inmates outside of the Chambers County Jail facility in the capacity of carpentry, plumbing and various maintenance projects including but not limited to setting up county facilities for various events and festivals and transporting inmates to and from the jail and worksites. While not overseeing the trustees, performs carpentry repair tasks, building maintenance and repair tasks at county facilities, including electrical and plumbing.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Parks Superintendent
2. Directs: This is a non-supervisory position; however, provides direction to the Inmate-Trustee Work Program.
3. Other: Has daily contact with co-workers, other county employees, and the general public. Performs other related duties that may be assigned.

EXAMPLES OF WORK

Essential Duties*

Directs and works with the inmates-trustees performing various maintenance, interior and exterior painting and carpentry tasks in County buildings and facilities;

Transports inmates-trustees from the Chambers County Jail facility to various county buildings and facilities;

Obtains purchase orders and purchases supplies needed for building maintenance projects throughout the county;

Individually performs carpentry tasks, including but not limited to constructing offices, restroom spaces, tables, benches, etc.;

Repairs broken windows, doors, desks, chairs, etc. as necessary;

Performs electrical repairs at county buildings and facilities, including maintaining motors, lights, compressors, and fuse/breaker boxes;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 2604 (Continued)

Diagnoses problems and performs repairs of plumbing systems, including toilets, faucets, urinals, drains, water fountains, pipes, etc.;

Paints facility interior and exterior surfaces as directed;

Performs general maintenance tasks, including stripping and waxing floors and setting up or taking down furniture in offices, conference rooms, county buildings, etc.

Assists in set-up of county facilities for various events and festivals, including running electrical cables, putting up decorations, constructing booths and platforms, etc.; and

Operates department pick up truck to travel to work sites.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: carpentry, plumbing and electrical techniques; and air conditioning systems maintenance and repair. Knowledge of laws, departmental policies, rules, regulations, and correctional procedures regarding the custody of inmates, first aid and CPR procedures.

Skill/Ability to: understand, interpret, and follow oral and/or written communication; establish and maintain effective working relationships with departmental employees, other county employees and officials, other law enforcement agencies, inmates, and the general public; maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and a good driving record. Safely operate maintenance and repair equipment; tolerate outside working conditions, including exposure to adverse weather conditions.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus at least six months of corrections experience; plus training in plumbing, electrical, and air conditioning repair and at least three years of related work experience; *or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic Certification as a Corrections Officer from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE); and appropriate Texas Drivers' License.