

**CLINTON COUNTY, PENNSYLVANIA  
POSITION DESCRIPTION**

**DEPARTMENT:** Clinton County Correctional Facility  
**TITLE:** Maintenance Supervisor  
**DATE:** 7/25/17

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**SUMMARY**

The purpose of this position is to facilitate and supervise the maintenance and repairs of the Clinton County Correctional Facility, County Warehouse and equipment. The Maintenance Supervisor oversees the inventory for the facility and county. This position will supervise and perform a variety of skilled carpentry, construction, plumbing, electrical and HVAC repairs. This position also oversees contractors and is responsible for ordering supplies.

**SUPERVISION RECEIVED**

This position reports directly to the Deputy Warden of Support Services.

**SUPERVISION EXERCISED**

This position exercises supervision over the maintenance department staff.

**ESSENTIAL JOB FUNCTIONS:**

**NOTE:** An employee assigned to this title shall perform a majority, but may not perform all, of the duties listed in this job description. Conversely, minor level duties performed on the job may not be listed.

- Maintain a safe, sanitary work environment, which conforms to all standards and regulations. Adheres to safety policies and accident reporting procedures.
- Adhere to policy and procedures on key and tool control.
- Assists with orientating and training maintenance staff.
- Manages, coordinates, and advises the maintenance staff on job assignments.
- Ensures work orders are complete and logged appropriately.
- Regularly meets with staff to determine needs, disseminate information, and address questions or concerns from staff members.
- Conducts performance evaluations on maintenance staff and recommends disciplinary action when required.
- Apprises administrative staff of any notable incidents immediately.

- Responsible for maintenance and repairs for the facility, equipment and grounds, i.e., vehicles, yards, roof top, laundry appliances, pest control, electric, plumbing, security (camera) system, kitchen appliances , painting, flooring, etc.
- Develops and maintains a preventative maintenance program for all mechanical equipment. Organizes manufacturer's suggested systems and parts, checks on all facility equipment regularly.
- Determines the need for outside contractors and prepares bid specifications. Assist in the development of RFPs and the selection of contractors. Serves as liaison with contractors and reviews work of contractors for conformity to standards.
- Oversees and participates in preventative maintenance and monitoring of the operation of heating and air conditioning (HVAC) units, checking filters, adding boiler chemicals, trouble-shooting problems, cleaning evaporators and condenser cells, changing belts and motors, installing and repairing water pumps, lubricating bearings and monitoring the operation of air handler units.
- Schedules, assigns and performs grounds maintenance functions such as mowing grass, trimming lawns and shrubs, raking, blowing leaves, shoveling snow, spreading salt, patching holes in asphalt, repairing sidewalks and curbs, and related ground tasks.
- Oversees and participates in electrical repairs to the facility. Includes testing circuits to locate problems, replacing switches, outlets, and ballasts, repairing and replacing motors and pumps, installing and repairing exhaust fans, relays, pressure switches, pneumatic/electric devices and related tasks.
- Performs repairs to specialized mechanical equipment such as security systems, includes installing and maintaining electronic and manual locking systems and electronic security and video surveillance systems.
- Performs plumbing repairs, such as repairing leaks, unplugging drains, installing fixtures, such as toilets and sinks.
- Performs lock repairs.
- Orders supplies and materials from county vendors and develops alternative sources of suppliers so as to minimize interruptions with inventory.
- Assist with deliveries, i.e., commissary, kitchen, office supplies, etc.
- Maintains an accurate inventory system.
- Oversee and participate in office remodeling projects which may include design and installation of specialized equipment, counter tops, cabinets, etc.
- Oversee and ensure compliance for inspections, i.e., sprinkler system, fire alarm system, Eco Lab, lock, laundry scale, kitchen, etc.
- Plans labor and material needs for designated maintenance and repair projects.
- Ensure proper supervision of detainee labor assigned to maintenance.

Performs other related duties as required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The supervisor will ensure staff, to include self, only perform work that they possess the skills to complete.

## **REQUIREMENTS:**

**A. EDUCATION and EXPERIENCE:** High school diploma or equivalent with vocational/technical training in a maintenance related field and three to five years of maintenance/supervisory experience or a combination of education and experience that provides equivalent knowledge, skills and abilities.

Employees assigned to this title will be required to possess and maintain a valid and current motor vehicle operator's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**D. SCHEDULE AND ON-CALL REQUIREMENT:** Normal schedule will be 40 hours per week, Monday through Friday, unless otherwise deemed necessary. This position will require on call responsibilities.

**E. LANGUAGE SKILLS: English.** Ability to read and interpret documents such as rules, regulations, operating and maintenance instructions, and policy procedure manuals. Ability to write detailed reports and correspondence. Ability to speak effectively before the public or employees of the Facility.

### **F. KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to make critical decisions in order to meet the facility's mission.
- Ability to delegate responsibilities and tasks to subordinates to enhance efficiency and to provide an opportunity for staff development.
- Ability to initiate and establish new programs, and to work within a team effort to advance management objectives.
- Good time management skills; highly organized and detail-oriented.
- Ability to prioritize work, work independently without daily supervision, perform a variety of duties, and manage a variety of projects simultaneously in a high pressure atmosphere under sometimes severe time constraints.
- Be polite, patient, and courteous when dealing with staff, clients, or members of the public despite provocative behavior.
- Ability to effectively and professionally communicate verbally and in writing to diverse audiences.
- Pleasant personality with the ability to interact and maintain effective working relationships with all individuals conducting business with the Facility.
- Interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis.
- Professional appearance and demeanor.
- Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership, and sound judgment.
- Ability to develop and implement facility Policy and Procedures.

- Knowledge and understanding of criminal behavior.
- Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
- Knowledge of PA Title 37, Chapter 95 Standards – County Correctional Institutions.
- Knowledge of Collective Bargaining Agreement.
- Ability to establish and maintain records for the facility and to prepare reports from same.
- Ability to testify in judicial and administrative proceedings to activities and findings.
- Ability to remember names and faces.
- Ability to physically defend self and others.
- Ability to maintain confidentiality in regard in inmate information and records.
- Possesses knowledge of behavioral patterns of detainees.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

#### **TOOLS AND EQUIPMENT:**

- Computer (with proficiency in Microsoft applications), telephone, calculator, portable radio, copy machine, fax machine, first aid equipment.
- Maintenance tools and equipment utilized for repairs and preventative maintenance.

#### **PHYSICAL/MENTAL REQUIREMENTS:**

- Must be able to perform the following actions for long periods throughout the workday; standing, walking, bending, twisting and reaching as necessary to carry out job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; and torso as necessary to carry out job duties. Regular lifting/carrying of objects with a maximum weight of 50 pounds.
- Employee must possess the ability to record, convey and present information, explain procedures and follow instructions. Good observational skills are essential in this environment. Employee must display emotional stability and be able to cope with the physical and mental stress of the position and working inside a correctional setting.

#### **WORK ENVIRONMENT:**

- Works in adequate work space with adequate temperatures, ventilation and lighting.
- The noise level in the work environment is usually moderate. There is normal indoor/outdoor exposure to dust/dirt.

- Employees work daily with potentially hostile or aggressive inmates.
- Employee may be subject to work beyond an 8-hour day and may be subject to work on-call or on as-needed basis.

**AT-WILL EMPLOYMENT:**

- Maintenance Supervisor is an at-will employee and serve at the pleasure of the Clinton County Government. The Clinton County Government is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

**I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

*In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*