

November 20, 2020

Job Posting

Position: Maintenance/Custodian
Department: Madison County Community Justice Center/Correctional Complex
FLSA status: Non-exempt
Status: Full-time
Job Category: LTC (Labor Trades and Crafts)

Incumbent serves as Maintenance Supervisor for the Madison County Community Justice Center/Correctional Complex, responsible for mechanical maintenance and custodian duties for both facilities.

Summary of job duties:

- *Oversees and performs maintenance/repairs and custodial duties of modern correctional facilities as specified by facility Supervisors, and/or Executive/Assistant Director.
- *Maintains electrical security and detention door electrical panels by replacing switches, relays, bulbs, fluorescent fixtures and associated equipment for facilities security system as needed; checks for electrical shorts/failures and initiates special repair procedures as adjustments to switches, circuit breakers, and door indicators. Periodically greases and lubricates with nonconductive material.
- *Maintains and repairs commercial kitchen and laundry equipment including clothes washers, dryers ranges, dishwasher, refrigerator, freezers, etc.
- *Repairs and replaces sinks, toilets, and various hot and cold-water valves as needed.
- *Maintains plumbing system by unclogging and replacing pipes, and repairing water softening equipment.
- *Maintains log of daily work assignments, performs preventative maintenance as specified, daily inspections, Material Safety Data Sheets, and all other OSHA required logs. Reports malfunctions to Supervisors/Directors.
- *Periodically monitors and test fire systems, including smoke detectors, sprinkler system, and equipment. Records and maintains records for State Fire Marshall.
- *Routinely checks emergency generator for proper operation including voltage output, frequency output, and amperage output. Adjusts as necessary.
- *Repairs and replaces wall outlets, light switches, faceplates, and conduit as circumstances require.
- *May perform some landscaping duties
- *Oversees facilities chemical system and maintains logs
- *Must be able to communicate with various vendors/contractors and conduct research on products/services.
- *Must observe work of contractors and report any issues and concerns if any.
- *Must serve as the recipient of workplace safety hazards concerns/issues and responsible for correcting and monitoring the concerns/issues.
- *Must maintain the maintenance on agency vehicles i.e. routine maintenance work, engine, tires, etc. and fueling agency vehicles.
- *Responsible for floor maintenance of both facilities i.e. waxing, buffing etc.
- * Must be able to create policies, logs and inspection sheets as deemed necessary.
- *Responsible for ordering and maintaining inventory of sanitation products, chemicals, parts, etc.
- *Must comply with OSHA standards
- *Must be able to work with ex-offenders/participants
- *Periodically will paint and touch up facility and/or supervise participant workers performing duties.
- *Must have working knowledge of a variety of trades and ability to read/use blueprints and manufactures manuals to make various mechanical repairs
- *Ability to use various tools, test equipment to perform complex maintenance operations.
- *Ability to direct, instruct, and train personnel as appropriate.
- *Ability to effectively determine maintenance malfunctions, take independent corrective actions, and notify supervisors/directors.
- *Ability to communicate effectively with others.
- *Valid Drivers License and legally operate vehicle.
- *Performs other related duties as assigned.

Educational Requirements:

High School Diploma or GED

November 20, 2020

Job Posting

JOB REQUIREMENTS (SUMMARY)

1. Ability to meet all Community Justice Center hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the work place.
2. Working knowledge of and ability to follow and make practical application of the customary practices, procedures, rules, regulations and personnel of the Center. Ability to properly execute all written and verbal orders and directives.
3. Working knowledge of and ability to properly use all assigned Department equipment, including computer, printer, calculator, intercom system, various tools, etc.
4. Ability to physically perform the essential duties of the position, including, but not limited to walking/standing and/or sitting for long periods, walking up and down flights of stairs.
5. Must pass and be in full compliance of all required training certification.
6. Ability to work irregular and/or extended hours as required.
7. Possession of valid driver's license and safe driving record.
8. Must have good communication skills.

To be considered, please send a cover letter, resume and three (3) references to Tia Baker, Assistant Director, at the Community Justice Center located at 119 Jackson Street, Anderson, Indiana or tbaker@madisoncounty.in.gov

Madison County Community Justice Center is an Equal Opportunity Employer