

County Building Maintenance Technician

general listing of job duties

Morning Duties

- Ensure that all offices are clean.
- Office trash should be taken out daily.
- Each office should have a set day that it gets vacuumed and cleaned thoroughly.
- Check bathrooms daily. Fill/replace toiletries as needed.
- Bathrooms should be cleaned and mopped thoroughly weekly or more if needed.
- Check with jailers/dispatchers daily to ensure that everything is working properly. If anything malfunctions or needs work, they are to contact County Building Technician.
- Every morning at 8:00 AM, the panic on the front door is dogged down to allow public access into the building. (Dispatch has control of this door any other time and the front office locks the door when they leave.)
- Keep inventory of all housekeeping items and order as needed. (The jailers keep track of all their own inventory as well.)

Law Enforcement Center Grounds and Courthouse

- Dust/debris should be cleaned up at the front door at the Law Enforcement Center daily. Door and wind glass in entry way should be cleaned at least weekly or more often if needed (should never have streaks/smudges/dirt)
- Light bulbs are to be changed as needed.
- Snow removal should be done as needed at Law Enforcement Center and at the Courthouse. There is a skid steer with snow blade to use and **needs to be completed before 7:30 AM at both locations.**
- The south windows of the building facing the parking lot should be cleaned monthly.
- Be trained to understand and operate the computerized/electronic water supply and plumbing system in the Jail area.
- Be trained to operate the door locks in the jail and become knowledgeable on the computer programming to operate them.
- Become familiar with the data lines for communications at the Law Enforcement Center to be able to identify the source it leads too, etc.

Preventative Maintenance

- Furnace filters at the Law Enforcement Center are to be changed as needed.
- Kitchen hood and other kitchen equipment routinely checked for needed repairs/maintenance
- Check all the chases regularly to ensure the cells are not being flooded or leaking water.

Patrol Vehicles

- Perform basic maintenance and cleaning if requested by deputies
- Repair flat tires using the area at the County Shop and their equipment/tools

Courthouse

- Routinely make a walkthrough of the Courthouse Building and make list of repairs and report items that need attention to the Board of Commissioners. Work with the Custodian to make repairs, etc.