**CLASS TITLE:** **MAINTENANCE TECHNICIAN (CORRECTIONS)**

**Class Code: 02339100**
**Pay Grade: 12G**
**EO: H**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** At a correctional facility, to perform routine maintenance and repair work involving the application of mechanical or electrical trade skills; and as required, to train and supervise institutional inmates engaged in various types of repair and maintenance work; and to do related work as required.
**SUPERVISION RECEIVED**: Receives general instructions from a superior as to tasks to be performed; makes own decisions as to methods to be used to effect the required repairs; when working with a skilled tradesperson, receives detailed instructions; work is reviewed upon completion for satisfactory results.
**SUPERVISION EXERCISED:** Supervises the work of inmates and as required, helpers assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

At a correctional facility, to instruct and supervise the work of institutional inmates and/or assigned helpers engaged in performing various maintenance tasks, such as opening blocked drains, repairing leaky faucets, assisting a steamfitter couple or disconnect pipe, and to cut and thread pipe.

To replace bulbs, shades, and switches; to help electricians in major electrical maintenance and repair; to oil, adjust and care for electrical motors.

To build doors, lay linoleum, and make repairs to floors.

To remove, replace, or repair screens as needed.

To install windows and sash weights and repair door checks and locks.

To make minor repairs and adjustments to laundry equipment; to oil and clean machinery as required.

To mix cement and plaster, and make minor plastering repairs.

To help lay bricks and blocks and pour cement into forms.

To paint buildings, rooms, walls or other surfaces as required.

To be responsible for the operation of a small heating system.

To clean oil burners.

To care for a sewage disposal system.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES**: A familiarity with several building construction trades, such as, steamfitting, plumbing, painting, carpentry, and electricity; a familiarity with the operation of mechanical equipment; a familiarity with the use of common tools and materials and skill in the application of such; the ability to perform tasks requiring mechanical aptitude; the ability to understand and follow oral and written instructions; the ability to train and supervise inmate workers; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: completion of eight school grades; and
Experience: Such as may have been gained through: employment in general maintenance work which involved at least two of the building, electrical, or mechanical trades.
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

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