



Middle Peninsula Regional Security Center

Maintenance Technician

Revision Date: November 2023

GENERAL DESCRIPTION: Perform skilled mechanical work on specialized systems and machinery and provide care and maintenance of the Middle Peninsula Regional Security Center facility. Has the ability to problem solve mechanical issues.

ORGANIZATION: The Maintenance Technician performs work under general supervision of the Maintenance Supervisor.

ESSENTIAL FUNCTION/TYPICAL TASK:

- Communicates with supervisor on all important matters relative to maintenance activities;
- Assists maintenance supervisor with escorting contractors through secure areas;
- Inspects and evaluates the physical condition of facilities to determine the type of work is required;
- Maintains the facility grounds and performs upkeep of the lawn equipment;
- Inspects and maintains fire alarm systems to ensure proper functioning;
- Maintains inventory of all tools and equipment in accordance to standards;
- Pins and cuts keys;
- Keeps records of service and maintenance;
- Performs snow and ice removal;
- Responds to maintenance requests;
- Responds to emergency calls after hours and on weekends;
- Adheres to all safety and departmental standards established by the Department of Corrections, OSHA and various regulatory agencies to ensure that the standards are not violated;
- Conducts all duties in accordance with policy, procedure, training, general practice or legal directive from a supervisor;
- Performs duties in compliance with all Federal, State and Local laws;
- Provide First Aid, CPR, and AED as needed;
- Performs related tasks as required.
- If employee is a Sworn Correctional Officer, will be able to perform all related tasks associated with that DCJS Certification (See Correctional Officer Job Description);

KNOWLEDGE, SKILLS AND ABILITIES: Ability to operate various types of hand tools, power tools and machinery, precision instruments, gauges, and devices. Skills and knowledge required for HVAC systems, boilers, plumbing, pneumatic doors and small engine repair. Ability to prioritize, organize work load and ability to effectively communicate using the English language. Ability to operate fire emergency equipment, such as breathing apparatus and fire extinguishers.

EDUCATION, EXPERIENCE AND TRAINING: Must be at least eighteen (18) years of age. High School graduate or equivalent required. Five (5) plus years of experience in Building and Grounds maintenance. Possess a valid Virginia driver's license. Must be able to learn Microsoft Outlook and any facility programs needed to complete work.

PHYSICAL REQUIREMENTS:

- Pre-employment physical, drug testing, alcohol screening, audiometric testing
- Must be able to stand, walk, sit, reach above, squat kneel and climb to include stairs
- Must be able to work in confined spaces
- Effective vocal communication, hearing, and vision required
- Be able to wear Personal Protective Equipment (PPE) (apparatus, mask, eye protection, face shield, gloves)

SPECIAL CONDITIONS:

- Criminal Records Check, including fingerprinting
- Twelve-month probationary period
- Work Schedule Monday – Friday 8am-4pm; Emergency on-call nights, weekends, holidays



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- Must wear uniform including safety equipment
- Must maintain phone for emergency contact
- Pre-employment Physical Examination/Audiometric Testing/Drug Test/Alcohol Screening/and repeated according to policy thereafter

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive or totally restrictive. Reasonably related duties and responsibilities may be assigned as necessary at the discretion of management. Employees will be immediately notified of any changes.

Reasonable accommodations will be made to enable qualified individuals with a disability to perform the essential functions.

A handwritten signature in blue ink, appearing to be "T. P. Doss", written over a horizontal line.

Timothy P. Doss – Superintendent

A handwritten date "11.28.23" in blue ink, written over a horizontal line.

Date