

BANNOCK COUNTY
CLASS SPECIFICATION

Chief Operations Director & Security Specialist

Department: Buildings and Grounds (Sheriff's Office)
FLSA Designation: Non-Exempt

Pay Grade: 13
Effective Date: 8/09

Purpose of Class

Supervises and performs skilled and semi-skilled maintenance and service work on buildings and grounds, equipment and machinery, electrical and electronic systems, trouble shoot and maintain P.L.C. security systems. Maintain, trouble shoot and repair HVAC controls. Maintain irrigation systems; performs related work as required.

Primary Function

The primary function of an employee in this class is to supervise and perform skilled and semi-skilled maintenance, repair, inspection, and service work on the County buildings and systems, including equipment, machinery, sprinkler systems, grounds, and structures. Additional duties include grounds upkeep, pesticide and fertilization applications, and maintenance. Maintain security systems and closed circuit TV cameras and digital recording equipment. Supply investigators and prosecutors with copies of recordings. Work is performed under the supervision of the County Commissioners/ Sheriff, but considerable latitude is granted for the exercise of independent judgment and initiative. The position supervises the Sheriff's Office Maintenance Personnel, and seasonal employees and direction is provided to volunteer, inmate, and contractors, and temporary employees. The duties of this class may be performed outdoors and may include working in adverse weather conditions and hazards involving the use of power tools, equipment and hazardous chemicals.

Essential Duties and Responsibilities (will vary by assignment)

- Directs the maintenance, operations, and video surveillance system of the Bannock County Sheriff's Office and Detention buildings;
- Supervises employees, and inmate, and contractor work crews;
- Schedules and sets priorities for daily, short-term, and long term maintenance and construction projects;
- Ensures sufficient material, equipment, and personnel are available for scheduled projects;
- Maintains inventory of materials and equipment required, including purchasing;
- Maintain and operate digital recording devices, and maintain downloaded video files.
- Troubleshoots, repairs and maintains electronic monitoring and locking systems;
- Performs scheduled maintenance, repair, and installation work on electrical, heating, air conditioning, ventilation or plumbing systems;
- Inventories and stocks maintenance parts and supplies and orders when necessary to complete repairs and maintain back-up inventory
- Preparation and implementation of the annual budget;

- Performs scheduled maintenance, repair, and installation work on closed circuit TV systems, intercom systems, electric doors, and fire alarms, including automated control systems;
- Researches and prepares recommendations for capital improvements;
- Supervises and performs skilled and semi-skilled maintenance on buildings and structures, including painting, electrical, plumbing, carpentry, welding, and related building trades work; Troubleshoots, and maintains the programmable security and intercom system of the detention facility.
- Supervises and performs general grounds maintenance, including mowing, trimming, weeding, watering, aerating, and application of herbicides, pesticides, and fertilizers;
- Supervises and performs general landscape duties, including Tree trimming and removal of oversized trees;
- Supervises and performs inspection, maintenance, and repair of HVAC system for the jail to comply with jail standards;
- Supervises and performs turf, tree, and shrub planting, trimming and pruning, and removal;
- Supervises and performs routine maintenance and repairs on boilers including solar water heaters, maintain pumps and related equipment;
- Supervises and performs operation, maintenance, and repair of automated cooling system, including maintaining the proper chemical balance.
- Maintains all tools inventoried and secured according to set jail procedure and standards;
- Schedules, supervises, and performs construction projects;
- Provides information and answers inquiries from the public when approved by the Sheriff or commissioners;
- Is on call or makes arrangements for county personnel to be on call 24 hours a day 7 days a week, for Sheriff's Office/jail;
- Supervises and performs snow and ice plowing and removal in winter;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- On call or makes arrangements for county personnel to be on call 24 hours a day 7 days a week, for Sheriff's Office/Detention Center;
- Responsible for keeping the command post trailer maintained and ready to pull at a moments notice, also will be required to pull trailer.
- Attends supervisory meetings as required;
- Performs the duties of subordinate employees, as needed;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Employee supervision, training, and evaluation methods and techniques;
- Basic bookkeeping, accounting, and municipal budget operations;
- Community relations, education, and public presentation techniques and objectives;
- Skilled building trade skills, including but not limited to, carpentry, painting,

- electrical, welding, and plumbing;
- Basic grounds maintenance skills, including but not limited to, mowing, planting, weeding, pruning, irrigation, and fertilization;
- Advanced electrical systems understanding;
- Building inspection skills, such as but not limited to, paint condition, roof conditions, sidewalks and parking lots. Assess problems and work them into schedules and budgets before major damage is done.
- Maintain and use power sewer cables following all safety guidelines;
- Applicable regulations and policies regarding safe work practices, including application of herbicides and pesticides.

Ability to:

- Supervise, train, and evaluate employees;
- Schedule and supervise inmate maintenance crews;
- Prepare and implement an annual budget;
- Establish and maintain effective communications with the public, supervisors, other County employees, and local elected and appointed officials;
- Prepare and present reports and recommendations, including making public information and education presentations;
- Operate and maintain power equipment, including but not limited to, personal man lifts, power sewer snakes, table saws and other related equipment;
- Operate hand tools;
- Operate welding and metal fabrication equipment;
- Operate a motor vehicle;
- Operate, adjust, and monitor automated sprinkler control systems;
- Operate a laptop computer and programs associated with programmable logic controllers "P.L.C.";
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Research technical information and data and prepare recommendations and reports;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Understand and follow oral and/or written policies, procedures and instructions;
- Understand and follow jail security protocol;
- Maintain maintenance records, logs, and documentation;
- Work weekends, evenings, and holidays, as assigned.

Acceptable Experience and Training

- High school diploma or GED equivalency is required and advanced technical school training is preferred; and
- Four (4) years experience with building maintenance is required, with emphasis on electrical, electronics, and plumbing; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Building operators certification is preferred;
- Idaho drivers license is required;

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, discern alarms and backup alarms, and communicate effectively in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and construction diagrams and blueprints;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of power and hand tools, to make adjustments to equipment, replace electric motors and align couplers, and operate a motor vehicle;
- Sufficient strength to lift objects up to 75 pounds;
- Sufficient personal mobility, agility, and flexibility to perform maintenance and repair operations and perform strenuous activities for extended periods of time in varied weather conditions, and in a detention environment.