



# YUMA COUNTY

## RECRUITMENT ANNOUNCEMENT

**Position:** Sheriff's Office Maintenance Technician  
**Department:** Sheriff's Office  
**Classification:** Non-Exempt, Eligible for overtime compensation  
**Salary:** \$20.65 - \$25.81 / hr. D.O.Q.  
**Grade:** 8  
**Close Date:** Open until filled

THE COUNTY OF YUMA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY

**NATURE OF WORK:** Under general supervision, performs work of moderate difficulty in skilled maintenance of facilities, and associated equipment and systems for the Yuma County Sheriff's Office. This position has department specific responsibility.

**EXPERIENCE & EDUCATION:** High School Diploma or GED equivalent; AND three (3) years of building maintenance repair, construction experience, or closely related field; OR an equivalent combination of education and experience.

**ADDITIONAL REQUIREMENTS:** May be required to successfully complete a background check, polygraph, and drug test prior to appointment. Must possess and maintain a valid driver's license.

The above information is intended to describe the general nature of this position and **is not** to be considered a complete statement of duties, responsibilities and requirements.

**\*\*NOTE\*\***

Reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any stage of the recruitment process. Requests for accommodation must be made through the Yuma County Human Resources Department in advance of the event, or as soon as practical, so that necessary arrangements can be made (928) 373-1013 OR TDD (928) 373-1013.

**Apply:**  
**Yuma County Human Resources - 198 S. Main St., Yuma, AZ 85364**  
**Phone: (928) 373-1013 Fax (928) 373-1153 Job Line (928) 373-6090**  
**Website: [www.yumacountyaz.gov](http://www.yumacountyaz.gov)**  
**See Reverse Side For More Information**

# Sheriff's Office Maintenance Technician

**EXAMPLES OF WORK:** *(Illustrative Only)* Performs a variety of maintenance and repair tasks, including plumbing, mechanical, masonry, and basic electrical and HVAC work with power and hand tools; performs basic repairs on Detention closed circuit television (CCTV) cameras, intercom system, and electrical security doors; identifies and organizes materials, supplies, and equipment needed for each assigned project; works with special project or construction teams as assigned; inspects buildings and other structures to determine and detect malfunctions and needed repair making notes and recommendations; performs preventative maintenance on interior and exterior of the facilities, regular equipment maintenance, and other various systems that might require regular preventative maintenance checks; performs minor plumbing maintenance and repairs e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, replacing drain hoses, etc. to provide operable and efficient plumbing capabilities to Sheriff's Office personnel and inmates; performs minor mechanical, carpentry and masonry work e.g. hanging doors, fitting standard locks and handles, repairing concrete sidewalks, and Exterior Insulations Finishing Systems (EIFS), provide operable, efficient, and safe facilities for personnel and inmates; performs minor electrical maintenance, to include, replacement or repair of fixtures, e.g. wall switches, outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc., using appropriate hand, power and specialty tools; assists in performing minor HVAC work, to include, adjusting and calibrating thermostats, changing or cleaning filters, etc. in order to provide comfortable temperature for personnel and inmates; receives calls for troubleshooting on building and mechanical systems; reviews requests for service and prioritizes routine daily work orders; maintains records and logs of services performed; enters work order and project completion data on computer system and prepares written reports as required; cleans, maintains, and services required equipment and tools used during performance of work assignments; builds, repairs, and modifies office furniture using appropriate carpentry techniques, tools, and materials to meet Sheriff's Office standards; maintains situational awareness in the Detention Facility; utilizes proper safety precautions in all work performed and reports problems and emergency situations; maintains security of all tools, supplies and equipment; responds to on-call work orders on a rotational basis; maintains absolute confidentiality of work-related issues and other Sheriff's Office information; may pick up and deliver materials and supplies to job site; regular and reliable attendance is required; performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** County policies and procedures; Sheriff's Office policies and procedures; industry standards of all governing authorities; applied methods, practices, and procedures in preventative maintenance; basic Sheriff's Office security standards and protocols; typical hazards of the assigned work areas and equipment, and the associated preventative safety procedures; proper use and storage of chemicals and OSHA Material Safety Data Sheets (MSDS) for hazardous chemicals used in the workplace; business English, spelling, arithmetic, punctuation, and grammar.

**Skills in:** making safe, skillful building maintenance repairs to various areas of the facilities; performing basic mathematical calculations for required assigned duties; effectively utilizing computer systems and applications, including spreadsheets, word processing, and Sheriff's Office database; safe, effective operation and maintenance of hand and power tools, equipment, and measuring aids; maintaining complete and accurate records and preparing clear and concise reports; establishing and maintaining effective working relationships with supervisors, staff, vendors, and other County agencies.

**Ability to:** work in a secured detention facility and in close proximity to inmates; work in various adverse conditions, such as tight or enclosed spaces, heights, and temperature extremes; work independently in

**Ability to (cont.):** order complete assigned tasks according to work schedule; physically move through the facilities with or without equipment; to climb stairs, ladders, and scaffolding; operate and maintain a variety trade tools, including power and hand tools; lift up to 50 pounds; bend, kneel, squat, pull, and push on a repeated basis; communicate effectively and in writing; perform the essential functions of the position with or without a reasonable amount of accommodation.

**Work Environment/Physical Demands:**

- Work is mainly performed in a secure detention facility and occasionally in a general office environment.
- Work a variety of scheduled shifts, irregular hours, and/or on-call status, as necessary. May work non-standard hours, to include shift work, holidays, and weekends.
- Exposure to dust, pollen, noise, varying and extreme weather conditions, and hazardous materials.
- Visual and muscular dexterity to operate: computer, telephone, hand and power tools, equipment, and a two-way radio.
- Frequent standing, walking, lifting, pushing/pulling, kneeling, crouching, bending, twisting, and climbing stairs.
- Operate a motor vehicle and travel to/from various locations.
- Indirect inmate contact.
- Occasional lifting of items weighing up to 50 pounds.

EOE/AA/ADA/M/F/V/D  
DRUG FREE WORKPLACE

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