

Sevier County Job Description



Title: Corrections Maintenance Deputy I / II / III	Department: County Sheriff
Grade: I - 15 / II - 16 / III - 17	FLSA Status: Non-Exempt
Job Code: I - 832.1 / II - 832.2 / III - 832.3	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of **Professional Correctional Officer** duties intended to create a safe and secure environment for inmates in a county jail. Performs a variety of **technical maintenance duties** requiring skill in various building construction and maintenance.

Deputy I: Entry Level / **Deputy II:** Working Level / **Deputy III:** Full Performance Level

SUPERVISION RECEIVED

Works under the general supervision of Maintenance Specialist Supervisor or assigned Sergeant.

Deputy I: Close / **Deputy II:** Close to General / **Deputy III:** General

SUPERVISION EXERCISED

All Deputy Levels: May provide close to general supervision to Inmate Workers.

Deputy I: None / **Deputy II:** May provide training to Deputy I / **Deputy III:** May provide supervision on a project by project basis

ESSENTIAL FUNCTIONS

Deputy I or Basic Functions for Deputy II and III

Corrections:

- Attends POST training sessions receiving instructions in related responsibilities, liabilities and physical environment associated with correctional officer functions;
- Assists with processing inmate requests and grievances;
- Oversee inmates in county jail in accordance with established policies, regulations and procedures while assuming responsibility for the needs of the prisoners during correction;
- Oversee various facility functions including booking, housing, building maintenance, kitchen and laundry operations;
- Screens, inspects and distributes mail;
- Acts as liaison between courts and inmates and inmate families;
- Responds to questions and issues pertaining to court processes.

Transport & Escort:

- Coordinates with corrections management and supervisors as needed to monitor the current status of transport assignments;
- Performs shuttling of adult and juvenile inmates to various scheduled appearances or appointments or other facilities;
- Coordinates with various local, state and federal agencies as needed;
- Performs "high risk" transports and extraditions.

Maintenance:

- Monitors work in progress to ensure quality and timely completion;
- Performs maintenance of facility and equipment;
- Conducts fire hazard inspections of kitchen hoods, fire alarms, etc. and inspects fire extinguishers to ensure proper operation according to state Fire Marshal standards;
- Opens buildings and provides building security as needed during repairs or maintenance to facilities;

Deputy II *(in addition to the essential functions outlined for Deputy I)*

- Train less experienced personnel.
- Oversee inmates work crew and provides security for work details in performing work in non-secure areas outside of the jail;
- Performs administrative duties as needed to implement facility maintenance programs(s) and schedules;

Deputy III *(in addition to the essential functions outlined for Deputy I and II)*

- May be assigned to supervise specific projects.

MINIMUM QUALIFICATIONS**1. Education and Experience:**

Deputy I: Graduation from high school or equivalent, and POST Peace Officer Certified, plus one (1) year of specialized training, apprenticeships or workshops related to construction or maintenance, and two (2) years of experience performing above or related duties.

Deputy II (*in addition to the education and experience for Deputy I*): Three (3) years of experience performing the above functions with Sevier County or five (5) years as a deputy in a sheriff's department, police department, jail or prison and other related duties, with one (1) of these years being performed with Sevier County.

Deputy III (*in addition to the education and experience for Deputy I and II*): Eight (8) years of experience performing the above functions with Sevier County or twelve (12) years as a deputy in a sheriff's department, police department, jail or prison and other related duties with three (3) of these years being performed with Sevier County.

*An equivalent combination of education and experience may be considered.

2. Knowledge, Skills, and Abilities:**Knowledge:**

Deputy I: Some knowledge / **Deputy II:** Working knowledge / **Deputy III:** Considerable knowledge of the following

- Corrections practices and procedures and departmental and safety rules and regulations;
- Local, state and federal laws;
- Guidelines related to use of force, including deadly force;
- Techniques and procedures of modern police work and investigations;
- Arrest search and seizure laws, booking processes and procedures;
- Construction techniques, and methods related to carpentry, plumbing, electronics, or electrical wiring;
- Methods, materials and equipment used in general custodial work;
- Operation and minor maintenance and repair of plumbing fixtures, electrical and mechanical systems, boilers, engines, etc.;
- Interpersonal communication skills;
- Basic inventory control methods and procedures;
- Cost management and budget development.

Skills:

Deputy I: Some skill in the following / **Deputy II:** Skilled in the following / **Deputy III:** Journey level skill in the following

- Carpentry, plumbing, electrical, HVAC or some other construction field;
- The use of a variety of hand and power tools such as hammers, saws, wrenches, sanders, floor buffers, vacuums, and other tools common to building maintenance and repair.

Abilities:**All Custodian Levels Ability to**

- Apply modern law enforcement principles, procedures, techniques, and equipment in various law enforcement situations;
- Demonstrate knowledge of how to react in emergency situations;
- Follow established safety practices and procedures common to law enforcement work;
- Work effectively in a high stress environment;
- Perform work requiring good physical condition.
- Determine needs for services and supplies necessary to carry out multiple maintenance task;
- Lift and carry moderately heavy materials;
- Establish and follow through on work priorities;
- Quality decisions in emergencies;
- Communicate effectively, verbally and in writing;
- Develop effective working relationships with subordinates, supervisor, offenders, and fellow employees.

3. Special Qualifications:

- Must be a certified corrections officer.
- Must be 21 years of age.
- Must possess a valid driver's license.
- Must complete required hours of training per year to maintain certification.
- May be required to become certified in energy management.
- Resident of Sevier County.

4. **Work Environment:**

- Many functions of the work pose high degree of hazard uncertainty.
- May include contact with offenders/inmates on a daily basis and may be exposed to a variety of potentially volatile and dangerous situations.
- May be required to defuse confrontation and/or physical altercations and call for emergency assistance when necessary.
- Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc.
- Must be able to move objects weighing up to 75 lbs.
- Mental application utilizes memory for details, verbal instructions, discriminating thinking.
- Frequent local travel required in normal course of job performance.
- Occasionally exposed to high work places, volatile materials, electrical hazards, and toxic materials.
- Strength of arms, hands, legs, and back required in the performance of essential functions.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Current Title: _____ Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)