



# BAY COUNTY SHERIFF'S OFFICE

## JAIL FACILITY

5700 Star Lane, Panama City, Florida 32404  
Jail: (850) 785-5245 Fax: (850) 769-7376



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### POSITION VACANCY ANNOUNCEMENT

#### POSITION: MAINTENANCE WORKER

#### SELECTION PROCESS MONITOR #: 12-009J

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#### **POSITION VACANCY**

The Bay County Sheriff's Office Jail Facility is currently accepting applications for a Maintenance Worker. Preference will be given to applicants with experience in Industrial Plumbing. Work location will be at the Bay County Sheriff's Office Jail Facility. The base compensation for this position is \$31,345+ unlicensed and \$41,600+ licensed annually.

#### **BENEFITS**

Retirement through Florida State Retirement System. \$150,000 intentional act death, \$50,000 occupational accidental death insurance. Eleven paid holidays per year. Twelve paid sick leave days per year. Twelve paid vacation days per year. Seventeen paid military days per year. Uniforms and equipment furnished. Major medical, dental and vision coverage (including family). Optional additional insurance coverage. Affiliation with Tyndall Federal Credit Union and various banks. Covered under Career Protection Act.

#### **ILLUSTRATIVE DUTIES**

The successful applicant should be able to perform ALL of the following functions at a pace and level or performance consistent with the actual job performance requirements.

Maintain and repair physical structure of facility. Visually inspect and test machinery and equipment: listen to machines and equipment to locate causes or malfunctions. Dismantle defective or malfunctioning machines and equipment; install new or repaired parts; start machines and equipment to test operation following repair. Clean and lubricate shafts, bearings, gears and other parts of machinery. Install and repair electrical apparatus, such as wiring, and electrical and electronic components of machinery and equipment. Install, program and/or repair automated machinery and equipment such as temperature control units. Set up and operate machine tools such as drills and saws. Fabricate and repair counters, partitions and other wooden structures. Perform preventative maintenance on equipment according to the preventative maintenance plan or as directed by supervisor. Provide for the proper supervision and tracking of inmates/residents assigned to the maintenance department; escort inmates/residents or coordinate the movement of inmates/residents to and from different areas. Prepare and maintain a variety of standard operating records and reports, as required; properly process all work orders, reports, purchase requisitions and other documents in a timely manner. Inspect for items that could be used as contraband by inmates/residents; provide for the secure storage and/or safe disposal of tools, supplies, and equipment; maintain all tools in proper working order. Comply with the procedures for sign in/out logs. Complete work orders in accordance with company standards for workmanship and housekeeping and in compliance with building codes, blueprints, manuals and or other applicable procedures, standards, or specifications. Requisition supplies, equipment, parts and other maintenance materials within the guidelines of the facility purchasing procedures. Follow safety policies and regulations; take appropriate action in cases of serious and unusual incidents and emergencies. Communicate effectively and coherently with internal staff, external

contacts, inmates/residents, representatives of contracting agency or agencies, visitors, and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgment. This includes giving information, instructions, and directions, and providing reliable testimony, in court and other formal settings. Conduct visual and audio surveillance for extended periods of time, including the reliable repetitive identification of inmates/residents by visual means. Aid in preventing escapes; pursue fleeing inmates/residents, take part in searches for escaped inmates/residents and other duties which may involve quickly entering and exiting secured areas and using force to gain entrance. Effect the movement of heavy objects from one place to another; access elevated surfaces; pass through openings; move over obstacles and in confined areas. Engage in functions in confined areas that include such things as working various shifts and physically checking the doors, windows and other areas to confirm they are secure. Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others, e.g. visitors and family members, encountered in an antagonistic environment. Experience exposure to body fluids, wastes and experience encounter with deceased or contagious persons. Establish and maintain effective working relations with others and handle difficult interpersonal contacts. Add, subtract, multiply and divide using whole numbers, common fractions and decimals. Work with mathematical concepts such as fundamentals of plane and solid geometry and apply concepts such as fractions, percentages, ratios and proportions to practical situations. Define problems, collect data, establish facts, and draw valid conclusions. Always remain alert and react quickly, efficiently, and calmly in emergencies and other high stress situations.

NOTE: These are illustrative duties. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **MINIMUM QUALIFICATIONS**

(1) High school diploma, GED certification or equivalent or greater. (2) Experience in industrial plumbing and electrical. (3) A valid Florida driver's license is required.

### **RESPONSE**

Individuals interested in this position are **required** to submit the following:

(1) A Bay County Sheriff's Office Application available through the Personnel Section, 5700 Star Lane, Panama City, FL 32404 or at [www.bayso.org](http://www.bayso.org) (2) Must complete and include all documentation requested within the application. Those individuals with applications on file must update and resubmit. All applications shall be submitted to the Personnel Section.

### **ADDITIONAL INQUIRY**

Any questions in regard to this VACANCY ANNOUNCEMENT should be sent to the Personnel Section, at **(850) 215-5599 or 215-5097.**

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THE BAY COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER  
THE BAY COUNTY SHERIFF'S OFFICE IS A DRUG FREE WORKPLACE