HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Facilities Maintenance Technician

Job Code: W5035
Pay Grade: WK
Pay Scale: $23.52-$35.97 Hourly; $48,921.60-$74,817.60 Annually
Exempt: No

OVERVIEW

Perform skilled technical duties in the operation and maintenance of stationary engines, turbines, air compressors, generators, motors, boilers, and auxiliaries; and heating, ventilating, and air conditioning (HVAC) equipment to supply utilities for buildings. Also perform duties relating to building maintenance and renovation.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Operate, maintain, clean, adjust, and repair high pressure steam boilers, emergency power generators, HVAC systems, and auxiliary components.
- Conduct standard chemical analyses of boiler and cooling tower water and take corrective action as needed.
- Install and maintain electrical, mechanical, and plumbing fixtures and equipment.
- Inspect, test, and maintain building safety and security systems.
- Perform renovations, maintenance, and repair of buildings and other physical structures.
- Take readings of control and monitoring instruments.
- Keep records of operating conditions and of the operation and repair of equipment.
- Assist in establishing policies, procedures, and guidelines to ensure operational efficiency.
- Assist in the preparation of budget documents, monitor status of allocated funds, and control expenses.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of the use and operation of high-pressure steam operated equipment, HVAC systems, emergency power generators, and similar mechanical equipment and their components.
- Working knowledge of materials and tools used in the maintenance and repair of electrical and mechanical equipment.
- Working knowledge of the practices, methods, tools, materials, and equipment used in the renovation, maintenance, and repair of buildings and other physical structures.
- Some knowledge of the budget preparation process.
- Ability to detect, analyze, diagnose, and correct malfunctions in stationary mechanical equipment.
- Ability to follow oral and written instructions.
- Ability to work effectively with others.
- Ability to use a computer and related software.

SKILLS

- Correctional Facilities

- Inventory Management
- HVAC Controls
- Office Facilities
- HVAC Maintenance
- Operate Power Tools
- HVAC Systems
- Safety Compliance

WORKING CONDITIONS

- Work at various buildings and facilities within a law enforcement agency, including inmate-populated areas.
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- Stand or sit at a workstation for prolonged periods, walk long distances, and ascend/descend ladders as needed.
- May engage in very heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 100 pounds).
- May travel to various work sites using a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck, golf cart) to perform essential duties.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Three years of experience in the operation and maintenance of stationary engines, turbines, air compressors, generators, motors, boilers, and/or heating, ventilating, or air conditioning equipment including one year in two or more of the building trades such as: carpentry, masonry, electrical, plumbing installation, and/or repair.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations.

Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.