HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Senior Facilities Maintenance Technician

Job Code: W5036
Pay Grade: WN
Pay Scale: $29.62-$55.36 Hourly; $61,609.60-$115,148.80 Annually
Exempt: No

OVERVIEW

Perform highly 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. Provide support in building maintenance and renovation, coordinating work activities as needed.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Operate, maintain, and repair high pressure steam boilers, HVAC systems, emergency power generators, building security and safety equipment, laundry, kitchen, and other mechanical and electrical stationary equipment and auxiliary components.
- Monitor inventory of parts and materials and reorder.
- Implement and follow up on preventive maintenance programs.
- Review work orders, preventive maintenance schedules, and equipment operating logs.
- Keep records and logs of operating conditions and pertinent information concerning the operation, maintenance, and repair of equipment.
- Coordinate work activities by organizing tasks, reviewing progress, and providing technical guidance and on-the-job training.
- Establish policies, procedures, and guidelines to ensure operational efficiency and effective administration of assigned personnel.
- Assist in the preparation of budget documents, monitor status of allocated funds, and control expenses.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of the use and operation of high-pressure steam operated equipment, HVAC systems, emergency power generators, and similar mechanical and electrical equipment and their auxiliaries.
- Considerable knowledge of materials and tools used in the maintenance and repair of stationary mechanical equipment.
- Considerable knowledge of the practices, methods, tools, materials, and equipment used in the renovation, maintenance, and repair of buildings and other physical structures.
- Working knowledge of the budget preparation process.
- Ability to detect, analyze, diagnose, and correct malfunctions in stationary mechanical equipment.
- Ability to plan, organize, and oversee the work of others.
- Ability to work effectively with others.

SKILLS

- Ventilation Systems
- Building Supervision
- Facilities Services
- HVAC Systems
- Office Facilities
- Refrigerant Recovery
- Safety Procedures
- Facility Operations
- Fire Suppression Systems
- Maintenance Operations
- Refrigerant Compressors
- Refrigeration Systems

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.
- Five 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 two years in two or more of the building trades such as carpentry, masonry, electrical and plumbing installation, and/or repair.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

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.