

LANCASTER COUNTY  
ASSISTANT MAINTENANCE AND CONSTRUCTION MANAGER

#### NATURE OF WORK

This is responsible technical work performing maintenance and assisting in the supervision of inmate work crews in major repair, demolition and construction projects involving the Corrections Department, other governmental agencies and non-profit organizations.

Work involves scheduled maintenance and emergency repair of facilities, equipment, systems and vehicles; assigning, supervising and inspecting the work of inmate work crews; training inmates in various construction activities and safety precautions; and maintaining work crew project files. Supervision is received from the Maintenance and Construction Manager with work being reviewed in the form of results achieved. Supervision is exercised over inmate work crews.

#### EXAMPLES OF WORK PERFORMED

Perform routine and emergency repairs and provide maintenance to facility structure, equipment and systems, including plumbing and electrical maintenance and repairs, unless a licensed professional is required.

Supervise and train inmates in various construction activities and safety precautions; assign specific tasks to inmates and determine order in which work is to be performed; inspect worksites for progress and safety.

Assess performance of inmate workers ensuring conformance to safety practices and guidelines; maintain security by supervising inmates and inspecting areas and inmates for contraband; take corrective action when problems concerning inmate performance or behavior arise.

Instruct inmates on the operation, safety, and maintenance of power and hand tools.

Maintain work crew project files.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the standard practices, processes, materials, and equipment used in the maintenance, construction, demolition and repair of buildings and related project sites.

Considerable knowledge of work standards and practices in building trades such as electrical, plumbing and other special licensure work.

Considerable knowledge of building code and safety requirements.

Ability to maintain accurate records and files.

Ability to effectively manage inmate behavior including planning, directing and supervising the work of inmate work crews.

Ability to establish and maintain effective working relationships with supervisor, co-workers, and licensed professionals.

Ability to perform heavy lifting.

Ability to communicate effectively both orally and in writing.

Skill in the safe operation of various power and manual tools and equipment commonly used in construction, demolition and maintenance activities.

#### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent plus six months of experience in building construction and maintenance work including six months of supervisory experience or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

#### NECESSARY SPECIAL REQUIREMENTS

Must be a citizen of the United States and be at least nineteen (19) years of age or older.

At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State Patrol for a criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of (1) year or more, from which a pardon has not been received.

Must submit to and successfully pass a substance abuse test.

Must be examined by a licensed physician and meet the medical requirements of the Corrections Department.

Possession of a valid driver's license when operating a vehicle is required in the performance of assigned duties.

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