

CORRECTION OFFICER-MAINTENANCE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of a Correction Officer-Captain or higher administrative authority, an incumbent of this position acts as the first line supervisor over one or more inmates dedicated to maintenance operations inside the various divisions of the Department of Correction. Incumbents in this position assist in training inmates and civilians in routine and emergency facility maintenance, vehicle maintenance and road and grounds work inside and outside of the facilities. Incumbents have the dual role of security supervisor and maintenance supervisor. Supervision is exercised over a number of Correction Officers and maintenance personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises Correction Officers and maintenance personnel in the performance of maintenance operations both inside and out of the jail and penitentiary to ensure the safety of staff and inmates;

Assists in the assignment of Correction Officers and civilians to maintenance and grounds tasks;

Supervises and assigns work to civilian maintenance and ground workers;

Monitors the performance of Correction Officers, civilians and inmates to achieve established goals with regard to the overall maintenance program for the Department;

Coordinates with outside contractors during construction and renovation projects by ensuring that activities meet established contract guidelines and minimally disrupt ongoing maintenance operations;

Evaluates all maintenance problems and determines whether the Department's existing internal maintenance unit can resolve the issue, or if it needs to be referred to the Department of Public Works for further action;

Orders and maintains an inventory of maintenance supplies in all divisions;

Keeps detailed records of maintenance projects and operations, including the number of correctional and civilian staff as well as inmate detail used to accomplish projects;

Assists in developing the budget for the department's maintenance program by compiling and analyzing records of past projects, as well as ongoing yearly maintenance activities;

Works with officials from the U.S. Marshall's Office to ensure that equipment issued to inmates performing maintenance work meets established guidelines;

Assists with the training of departmental staff assigned to the maintenance division;

Assists with the preparation of reports and statistics regarding maintenance operations to support any changes made to existing activities;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Investigates accidents and unusual incidents within the maintenance program of operation and submits reports with recommendations for actions to be taken;

Reviews departmental rules and regulations with assigned personnel and inmates to ensure that proper procedures are established and implemented, and continually monitored to ensure safety of all staff involved in maintenance operations;

Uses computer applications or other automated systems such as word processing, calendar, email and database software in performing work assignments;

May perform other administrative tasks, as assigned;

May perform other incidental tasks, as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the standards, policies, rules and regulations of the Westchester County Department of Correction, and federal, state and local correction law; thorough knowledge of the rules and regulations of the State Commission of Correction; good knowledge of all phases of correctional treatment; knowledge of carpentry, painting, electrical and plumbing repairs, welding, automobile and general equipment repair; ability to maintain order among inmates; ability to understand and carry out complex oral and written instructions; ability to relate well to others and work in a team approach with treatment staff, teachers, clergymen, medical staff, volunteers and other specialists, as well as other County departments; knowledge of the principles and practices of supervision; ability to communicate and deal effectively with others; ability to plan and supervise the work of others and evaluate their performance; ability to read blueprints; ability to handle emergencies quickly and appropriately; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; good powers of observation and memory; sound judgment and resourcefulness in handling problems; excellent moral character; physical strength and agility; mental alertness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and five years of satisfactory full-time experience as a Correction Officer in a penal institution, supplemented by two years of experience where the primary function of the position was performing routine maintenance in electrical, carpentry, plumbing or a closely related field.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J.C.: Competitive
MQT51

Job Class Code: S0006
Job Group: S01