

# County of Berks

## POSITION DESCRIPTION FORM

---

Position Title	<u>Correctional Officer Assigned to Maintenance Dept. – Plumber</u>		
Department	<u>Jail System</u>	Reports To (Title)	<u>Director of Maintenance</u>
Effective Date	<u>February 19, 2019</u>	Revision Date	<u>February 19, 2019</u>
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO Category	<u>04 Protective Service</u>	Union Classification	<u>Teamsters</u>

---

### POSITION SUMMARY:

This position is responsible for the performance of all plumbing maintenance and repair tasks to keep all systems and equipment in good operating condition. Under general supervision, maintains the flow and drainage of water, air, and other gases by assembling, installing, and repairing pipes, fittings, and plumbing fixtures facility-wide. Performs duties to maintain the safe condition and operation of all plumbing systems throughout the facility. Supervises inmate workers assigned to department. Must be capable of performing all duties of a correctional officer.

### POSITION RESPONSIBILITIES:

#### *Essential Functions*

Assemble, install, maintain, and pressure test all pipes, fittings, fixtures, and appliances of heating, water, drainage, sprinkler, and gas systems according to specifications and codes

Determines sources of plumbing malfunctions and complete repairs as indicated or according to work orders

Performs any necessary repairs/replacements to plumbing equipment including, but not limited to, pipes, fittings, valves, fixtures, and plumbing system equipment, including sinks, water closets, water heaters, water softeners, etc.

Performs operational checks and preventative maintenance on all plumbing equipment and tools

Completes routine assignments (i.e.: repair orders, preventative maintenance, etc.)

Completes specialized and emergency assignments as necessary

Orders and maintains inventory of maintenance supplies

Completes paperwork and reports relating to job assignments; attends meetings; maintains tool control (as described in the S.O.P.); reports damages to jail equipment and buildings

Supervises, trains, and ensures compliance and safety of inmates

**PHYSICAL DEMANDS:*****Essential Functions***

1. Be capable of operating all tools, equipment, and vehicles used in the maintenance department without any physical limitations
2. Be capable of standing for at least three hours at a time without a break
3. Be capable of walking at least one mile
4. Be capable of traversing stairs and ladders (up to 4 stories) as required for duty assignments
5. Be capable of occasionally lifting/carrying or assisting another in lifting/carrying more than 100 pounds
6. Be capable of handling/operating all security, safety, maintenance, and other equipment relevant to the position, including but not limited to weapons, restraints, keys, radios, telephones, computers, copiers, air packs, etc.
7. Have vision correctable to 20/20 and possess hearing abilities that are natural or corrected to the normal range of hearing. May not be affected by color blindness to any degree which would prevent him/her from effectively performing job duties
8. Have stamina to avoid health related issues and the ability to deal with stress on a daily basis.

***Non-Essential Functions***

None

**MINIMUM EDUCATION AND EXPERIENCE:**

1. Possess a Class III Journeyman Plumber License
2. Six (6) years of experience in the plumbing field. Four (4) years in a valid apprenticeship program and two (2) years of experience may also be accepted
3. Experience in HVAC/Refrigeration preferred
4. Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities
5. Possess a high school diploma or GED equivalent from an accredited agency
6. May not have any previous convictions for a crime by state or federal government for which the punishment could have been imprisonment in a federal penitentiary or state prison
7. Have a valid PA driver's license

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of basic and complex plumbing repairs, maintenance, and installation techniques
2. Knowledge of plumbing codes and the interpretation thereof
3. Ability to read and interpret blueprints, diagrams, schematics, and written reference material
4. Ability to perform basic geometric, algebraic, and trigonometric mathematical calculations
5. Ability to diagnose and resolve plumbing problems
6. Ability to perform regular preventative maintenance and operational checks of equipment.
7. Demonstrate acceptable inter-personal communication (IPC) skills as they relate to staff and inmates
8. Undergo and successfully complete all correctional officer pre-employment screening, and upon being hired, participate in the random drug screen program
9. Be able to communicate effectively (in English) orally and in writing, and demonstrate basic computer literacy
10. Attend and successfully complete the Berks County Jail Correctional Officer Basic Orientation Training Program
11. Qualify with all of the jail's duty weapons
12. Be certified in, or successfully complete as part of training, First Aid and Cardio Pulmonary Resuscitation certification
13. Work in any Berks County Jail facility at any post or position as assigned and needed
14. Have functional knowledge of the Berks County Jail Standard Operating Procedures, operational schedule, inmate handbook, and correctional officer job description upon completion of basic training
15. Be capable of working any shift, any day, including holidays and traditional weekends
16. Attend and successfully complete in-service training on various topics

**WORKING ENVIRONMENT:**

- 1. Requires working within the confines of a secure jail
- 2. Requires working in loud, small, and communal workspaces
- 3. Requires working in an environment where personal safety may be of concern
- 4. Requires working in an environment where there is possibility of foul odors
- 5. Requires working in extreme heat and/or cold

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*

---

**ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION**

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Supervisor*

\_\_\_\_\_  
*Date*

---