

# County of Berks

## POSITION DESCRIPTION FORM

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Position Title	<u>Correctional Officer Assigned to Maintenance Dept. – HVAC/Refrigeration Mechanic</u>		
Department	<u>Jail System</u>	Reports To (Title)	<u>Director of Maintenance</u>
Effective Date	<u>July 2, 2018</u>	Revision Date	<u>July 2, 2018</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>

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### POSITION SUMMARY:

This position is responsible for the performance of all HVAC/Refrigeration maintenance and repair tasks to keep all systems and equipment in good operating condition. Performs maintenance and grounds work within the jail and on jail grounds, including repairs and preventative maintenance. Supervises inmate workers assigned to department. Performs services for "sister" county agencies upon request. Must be capable of performing all duties of a correctional officer.

### POSITION RESPONSIBILITIES:

#### *Essential Functions*

Ensures that all automated control programs are operating correctly in the facility where they are installed and operable.

Ensures that all building temperatures, security and fire systems are functioning properly and up to code requirements.

Performs any necessary repairs/replacements to HVAC/Refrigeration equipment.

Performs operational checks and preventative maintenance on all HVAC/Refrigeration equipment and tools.

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

Completes specialized and emergency assignments as necessary

Supervises, trains, and ensures compliance and safety of inmates

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

### PHYSICAL DEMANDS:

#### *Essential Functions*

1. Be capable of operating all tools, equipment, and vehicles used in the maintenance department without any physical limitations (i.e. power drills, tractors, hammers, lawn mowers, chain saws, manure spreaders, snow plows, table and band saws, and welding equipment)

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 (including mounting and dismounting farm equipment and construction vehicles)
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. Be capable of engaging in physical exertion at any given moment in response to an emergency situation or to control or subdue a resisting inmate.
9. 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. Completion of an accredited trades training program in HVAC/Refrigeration
2. Five (5) years of experience in HVAC/Refrigeration
3. Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities
4. Possess a high school diploma or GED equivalent from an accredited agency
5. 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
6. Have a valid PA driver's license

### **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

1. Be experienced in troubleshooting and repair any equipment including AC units up to 25 ton
2. Possess a "Universal" refrigeration certification that is approved or given by the EPA
3. Possess a background and verifiable knowledge in the plumbing trade
4. Knowledge of computerized building controls such as Johnson Controls, NRG, and Honeywell.
5. Ability to perform regular preventative maintenance and operational checks of equipment.
6. Demonstrate acceptable inter-personal communication (IPC) skills as they relate to staff and inmates
7. Undergo and successfully complete all correctional officer pre-employment screening, and upon being hired, participate in the random drug screen program
8. Be able to communicate effectively (in English) orally and in writing, and demonstrate basic computer literacy
9. Attend and successfully complete the Berks County Jail Correctional Officer Basic Orientation Training Program
10. Qualify with all of the jail's duty weapons
11. Be certified in, or successfully complete as part of training, First Aid and Cardio Pulmonary Resuscitation certification
12. Work in any Berks County Jail facility at any post or position as assigned and needed
13. 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.
14. Be capable of working any shift, any day, including holidays and traditional weekends.
15. Attend and successfully complete in-service training on any of the topics taught there

### **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.*

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### **ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION**

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*Signature of Employee*

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*Date*

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*Signature of Supervisor*

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*Date*

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