



County of Berks POSITION DESCRIPTION FORM

Position Title:	Correctional Officer Assigned to Maintenance Department – Master Electrician		
Department:	Jail System	Reports To: (Title)	Director of Maintenance
Effective Date:	November 21, 2019	Revision Date:	November 21, 2019
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO-1 Category:	Protective Service	Union Classification:	Teamsters

POSITION SUMMARY:

This is highly skilled work involving responsibility for the performance of specialized electrical maintenance and repair tasks to keep all jail electrical systems, machinery and equipment in good operating condition. General assignments are received from the Director of Maintenance or the Facilities Manager, however the electrician is expected to plan details of each job and carry it to completion in a timely fashion and without supervision. 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

1. Services high and low voltage motor control and power equipment, transformers, generators and other related electrical apparatus
2. Trouble-shoots and repairs air conditioning and refrigeration units.
3. Wires buildings and makes additions to existing wiring.
4. Installs and repairs industrial and general lighting fixtures and controls.
5. Installs and repairs blowers and fans.
6. Installs electric call bells, buzzers, and warning lights.
7. Repairs kitchen equipment.
8. Plans details of working procedures by determining replacement needs or new material required and develops logical approach to correct problem.
9. Estimates costs and maintains records.
10. Responsible for lifting permits as requested by Codes Services.
11. Completes routine assignments (i.e.: repair orders, preventative maintenance, grounds maintenance, etc.).
12. Completes specialized and emergency assignments as necessary.
13. Supervises, trains, and ensures compliance and safety of inmates.
14. Orders and maintains inventory of maintenance supplies.

15. Completes paperwork and reports relating to job assignments, attends meetings, maintains tool control (as described in the S.O.P.), and reports damages to jail equipment and buildings.
16. Completes general maintenance tasks as assigned.

PHYSICAL DEMANDS:

Essential Functions

- 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).
- Be capable of standing for at least three hours at a time without a break.
- Be capable of walking at least one mile.
- 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).
- Be capable of occasionally lifting/carrying or assisting another in lifting/carrying more than 100 pounds.
- 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.
- 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.
- 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.
- 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:

- Possession of a master's license to perform work in electrical trade in a City/Borough/Municipality/County.
- Five (5) years of experience as a Master Electrician.
- Possess a high school diploma or GED equivalent from an accredited agency.
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
- 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
- Have a valid PA driver's license.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Possess a background and verifiable knowledge in the electrical trade.
- Knowledge of standard practices, tools and terminology of the electrical trade.
- Knowledge of electrical theory.
- Ability to make repairs to electrical wiring, fixtures and equipment.
- Ability to work from plans and specifications.

- Ability to lay out work.
- Demonstrate acceptable inter-personal communication (IPC) skills as they relate to staff and inmates.
- Undergo and successfully complete all pre-employment screening, and upon being hired, participate in the random drug screen program.
- Be able to communicate effectively (in English) orally and in writing and demonstrate basic computer literacy.
- Attend and successfully complete the Berks County Jail Correctional Officer Basic Orientation Training Program.
- Qualify with all of the jail's duty weapons.
- Be certified in, or successfully complete as part of training, First Aid and Cardio Pulmonary Resuscitation certification.
- Work in any Berks County Jail facility at any post or position as assigned and needed
- 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.
- Be capable of working any shift, any day, including holidays and traditional weekends.
- Attend and successfully complete in-service training on any of the topics taught there.
- Ability to handle stress.
- Physical presence in the facility is required.

WORKING ENVIRONMENT:

- Requires working within the confines of a secure jail.
- Requires working in loud, small, and communal workspaces.
- Requires working in an environment where personal safety may be of concern.
- Requires working in an environment where there is possibility of foul odors.
- 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
