



Seminole County Sheriff's Office

MAINTENANCE SPECIALIST

Class Spec Code: 1040

Established Date: 10/14/2020

Last Revised Date: 11/04/2022

Effective: 11/18/2022

Salary Range

\$16.50 Hourly

Bargaining Unit

N/A

EEO

EEO4-
Service/Maintenance

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

Yes

General Description

Specialized work overseeing landscaping services and providing building maintenance services for the John E. Polk Correctional Facility.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Supervise all landscaping inmate workers; duties include planning, scheduling, organizing and directing landscaping work; training inmate workers on how to use equipment; responsible for teaching and enforcing best safety practices.

Identifies tools, equipment and supplies necessary for the landscaping operation.

Escorts vendors and contractors as needed for work taking place at the jail facility.

Assists maintenance with repairs of facility systems which include but are not limited to general electric, plumbing, HVAC, painting, and construction work.

Maintains records and submits reports as required. Maintains inventory of equipment and supplies.

Performs other duties as assigned or as may be necessary in the efficient and effective performance of the position.

Minimum Qualifications

- High School Diploma/GED; Associate's Degree preferred
- Three (3) years related work experience
- Consideration may be given to equivalent combination of related training, education and experience
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of landscape maintenance and building maintenance and repair

Ability to maintain records and be computer literate; to follow oral and written instructions; to establish and

maintain effective working relationships with co-workers.

WORKING CONDITIONS

The work environment for this position is in the John E. Polk Correctional Facility.

This position has direct contact with inmates. The position generally works during normal business hours with on call status for emergencies.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Frequent standing, walking, stooping, bending, climbing stairs, driving; constant use of a computer

Lifting-Able to lift 50 pounds

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Hearing/Talking- Requirement to hear normal speech; hearing on telephone and radio; talking on telephone/radio; exposure to outdoor noises, mechanical (hand tools) hazards, and electrical (electricity/electrical tools) hazards

Emotional/Psychological-Potential contact with hostile individuals; frequent public contact; decision-making and concentration

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural; some assignments may require working weekends, nights, and/or

occasional overtime; some contact with inmates

Environmental-Occasional exposure to confined spaces and varied weather conditions including extreme heat, humidity, cold, dust, fumes, odors, wind and wet conditions