



KARNES COUNTY

Maintenance Technician - Sheriff's Office

SALARY \$19.23 Hourly/\$40,000 per year

LOCATION Karnes County, TX

JOB TYPE Regular Full-time

DEPARTMENT Sheriff's Office

OPENING DATE

Mission Statement

The mission of the Karnes County Sheriff's Office is to protect the lives and property of the residents and visitors of Karnes County through professional policing, community partnerships, and the efficient management of personnel and resources.

Essential Duties and Responsibilities

1. Performs routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, or the physical condition of buildings does not deteriorate.
2. Inspects, operates or tests machinery or equipment to diagnose machine malfunctions.
3. Maintains warehouse inventory of supplies and equipment
4. Performs preventative maintenance as assigned.
5. Request inmate labor assistance to keep facility in good order.
6. Maintains current knowledge with all local, state and federal regulations which affect building requirements.
7. Assist in the Jail as needed.
8. Reports to the Sheriff, and Chief Deputy.
9. Performs other duties, special projects and assignments as assigned.
10. All Karnes County Sheriff's Office employees shall be available by telephone, at all times. Sheriff's Office personnel are subject to recall, at any time, twenty-four hours a day, at the discretion of the Sheriff or Chief Deputy.

SKILLS - For this position the following skills and abilities must be demonstrated by a level of proficiency or achieved within a normal and customary time period:

1. Must have good interpersonal and public relations skills.
2. Experience or training in public speaking is desirable.
3. Must have a vast knowledge of building maintenance and operations.
4. Must be able to repair equipment, troubleshooting, critical thinking, equipment selection, monitoring and quality control analysis.

KNOWLEDGE – For this position the following knowledge is required to perform essential job functions relevant to assigned positions:

1. Must have a working knowledge of applicable County policies including but not limited to the Karnes County Employee Handbook, and KCSO policies.
2. Must have a working knowledge of department organization and functions.
3. Must have a working knowledge needed to use basic Microsoft Office Word functions (word processing).

ABILITIES – For this position the following demonstrated abilities are required to effectively perform essential job functions:

1. Ability to control emotions and focus on professional duties and obligations in all circumstances regardless of provocations or stresses encountered.
2. Ability to communicate necessary information to others in a calm, clear, dispassionate and purposeful speaking voice in all circumstances.
3. Ability to create accurate, clear, concise, comprehensive, relevant and grammatically correct documents.
4. Ability to work with employees and citizens from diverse population groups to meet Department mission and serve public interest.
5. Ability to focus personal efforts and participate in team efforts toward continuous performance improvement.
6. Ability to actively seek opportunities to increase and improve knowledge, skills, and abilities needed to improve personal performance

7. Ability to actively listen by aggressively practicing good listening techniques.
8. Ability to use interpersonal skills to foster positive working relationships with team members (peers, supervisors, and other providers) is required to provide superior services in the public interest.
9. Ability to take appropriate action to accomplish assigned duties and accept accountability for outcomes.

Minimum Requirements

High school diploma or GED. Must be a U.S. Citizen. Must have completed a Texas Jailers Course and be licensable by TCOLE or obtain a Texas Jailers License within 6 months of hire. Must possess a valid Texas Driver's License. This position is typically Monday Through Friday; however, applicants must be willing to work nights, evenings, overtime, weekends, holidays, and rotating shifts as needed.

Physical Demands and Work Environment & Other Requirements

While performing the duties of this position, the incumbent is regularly required to stoop, sit, walk, run on occasion, strenuously climb stairs or ladders and lift up to 100 lbs. May have to sit at the computer for prolonged periods of time typing, using the computer, writing or using the telephone. Exposure to communicable diseases.

Karnes County Sheriff's Office will conduct background checks on new hires which include a criminal background check related to convictions and deferred adjudications in the past ten years and may include credit reports, motor vehicle records, employment records and educational attainment.

Please complete the Karnes County Employment Application located at <https://www.co.karnes.tx.us/page/karnes.Jobs.Openings>. Completed applications can be emailed to the Sheriff at steven.bailey@co.karnes.tx.us.

Agency

Karnes County Sheriff's Office

Address

500 E Wall St Karnes City, Texas 78118

Phone

(830) 780-3934

Website

<https://www.co.karnes.tx.us/page/karnes.home>