



BUILDING MAINTENANCE SUPERVISOR

POLICY.

It is the policy of the Deschutes County Adult Jail (DCAJ) and Work Center (WC) to maintain clean and operational facilities.

PURPOSE.

The purpose of this policy is to ensure the quality of maintenance by describing the duties of the Building Maintenance Supervisor.

OREGON JAIL STANDARDS: None

REFERENCES: None

DEFINITIONS:

Building Maintenance Supervisor. Civilian personnel assigned to the Corrections Division by the Sheriff. The Building Maintenance Supervisor is responsible for maintaining the DCAJ and WC in a clean and operational condition. The position is supervised by the Corrections Captain.

PROCEDURES.

SECTION A: DUTIES

- A-1.** Perform a variety of skilled and semi-skilled trade tasks at the journeyman level for the maintenance and operation of DCAJ and WC. These tasks may include carpentry, plastering, masonry, plumbing, painting and remodeling.
- A-2.** Perform maintenance and repair on HVAC systems, which may include pneumatic and electronic controls, air balancing, fire alarm and smoke evacuation, air handlers, fan powered boxes, heating coils, boilers, hot water heaters, condensing units, exhaust fans, pumps, motors, electronic kitchen hoods, dampers, pipe and duct work.
- A-3.** Maintain the operation of mechanical systems, perform preventative maintenance, and keep records of repairs performed on these systems.
- A-4.** Respond to emergency situations regarding equipment and building maintenance.

Supersedes: October 24, 2012

Review Date: February 2018

Total Pages: 2

- A-5.** Work closely with supervisors and outside contractors to ensure warranty work is completed as scheduled.
- A-6.** Train, supervise, and direct building maintenance specialists in the performance of their assigned tasks.
- A-7.** Maintain landscaped areas such as: clear brush and debris from undeveloped areas; install, operate, repair irrigation systems and program watering schedule.
- A-8.** Clean and maintain parking areas and driveways. Perform minor repainting of stripes and numbers. Handle winter maintenance of sidewalks and parking lots; remove snow and apply chemical ice melter. Maintain storm drains.
- A-9.** Perform preventative maintenance and make necessary repairs to equipment.
- A-10.** Perform other tasks as needed for the maintenance and care of DCAJ and WC.