

5/8/2017

NOTICE OF VACANCY

**POSITION: MAINTENANCE ENGINEER / JOURNEYMAN PLUMBER**

**LOCATION: DARTMOUTH HOUSE OF CORRECTION**

**PAY GRADE: TWENTY (NAGE C) \$53,572.22 - \$64,337.26**

**GENERAL DUTIES AND RESPONSIBILITIES:**

RESPONSIBLE FOR THE DAY TO DAY OPERATION OF THE PLUMBING SECTION, OF THE MAINTENANCE DEPARTMENT.

**REQUIREMENTS**

MUST HAVE A STATE JOURNEYMAN'S LICENSE AND 3 YEARS EXPERIENCE.

MUST BE ABLE TO PERFORM REPAIRS AND UPGRADE ALL PLUMBING SYSTEMS.

**TO APPLY:**

Those who are currently employed by the Bristol County Sheriff's Office and are interested in this position must submit a letter of interest to the Human Resources Division.

Those who are **not** currently employed by the Bristol County Sheriff's Office and are interested in this position must submit an employment application to the Human Resources Division. **Applications can be found on our website at [www.bcsso-ma.us](http://www.bcsso-ma.us).**

The Bristol County Sheriff's Office does not discriminate on the basis of sex, race, color, national origin, religion, disability or sexual orientation.

PLEASE POST

<b>1.</b>	<b>TITLE</b> MAINTENANCE ENGINEER PLUMBER	<b>AGENCY</b> BRISTOL COUNTY SHERIFF'S OFFICE
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<b>UNION / GROUP</b> NAGE C	<b>SALARY GRADE</b> 20	<b>DATE PREPARED</b> PREPARED 09/05 REVIEWED 04/12
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**3. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**  
RESPONSIBLE FOR THE DAY TO DAY OPERATION OF THE PLUMBING SECTION OF THE MAINTENANCE DEPARTMENT.

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**4. SUPERVISION RECEIVED: (TITLE OF SUPERVISOR)**  
ASSISTANT DIRECTOR OF MAINTENANCE, DIRECTOR OF FACILITIES, ASSISTANT SUPERINTENDENT II SUPPORT SERVICES, CHIEF OF STAFF

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**5. SUPERVISION EXERCISED: (TITLES OF PERSONS SUPERVISED)**  
ASSISTS MAINTENANCE ENGINEERS, ENGINEERS. SUPERVISION, CONTROL, CUSTODY OF INMATES IN HIS/HER CHARGE

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- 6. DUTIES AND RESPONSIBILITIES:**
1. SUPERVISES AND DIRECTS STAFF AND INMATES ASSIGNED TO THE PLUMBING DIVISION.
  2. RESPONSIBLE FOR PLUMBING SYSTEMS, RENOVATIONS, REPAIRS AND INSTALLATION.
  3. RESPONSIBLE FOR INITIATING REQUESTS FOR THE ORDERING OF TOOLS, EQUIPMENT AND MATERIALS NEEDED FOR THE DIVISION.
  4. RESPONSIBLE FOR THE INVENTORY OF SUPPLIES, TOOLS AND EQUIPMENT.
  5. PROVIDE COST ESTIMATES FOR REPAIR AND PROJECTS INVOLVING PLUMBING WORK. HELPS TO PREPARE SPECIFICATIONS DOCUMENTS OF PLUMBING PROJECTS REQUIRED TO BE BID.
  6. INSPECT WORK IN PROGRESS AND AT COMPLETION TO VERIFY ADHERENCE OR COMPLIANCE WITH SPECIFICATION STANDARDS.
  7. PREPARES REPORTS AS NEEDED TO SUPERVISOR AND OTHERS REGARDING WORK ACTIVITIES.

8. UTILIZE INMATE LABOR ON PROJECTS WHEN NECESSARY.
9. RESPONSIBLE FOR THE SUPERVISION, CONTROL, CUSTODY,, AND RECOMMENDING DISCIPLINE OF INMATES IN HIS/HER CHARGE. MONITORS INMATE ACTIVITY, OPERATES DEPARTMENTAL EQUIPMENT AND RESPONDS TO INMATE BEHAVIOR PATTERNS.
10. SUPERVISES AND MONITORS INMATE WORK CREWS PERFORMING MAINTENANCE/CLEANING DUTIES IN THE CORRECTIONAL FACILITIES.
11. RESPONSIBLE FOR TRAINING AND INSTRUCTING INMATES IN THE USE OF TOOLS AND EQUIPMENT AND/OR MAINTENANCE/REPAIR PRACTICES AND PROCEDURES.
12. TRANSPORTS INMATES IN DEPARTMENT VEHICLES TO THE CORRECTIONAL FACILITIES TO PERFORM WORK ASSIGNMENTS.
13. PERFORM OTHER RELATED DUTIES AS DESIGNATED BY THE SHERIFF.