

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

DETENTION CENTER MAINTENANCE SUPERVISOR (PS101350)

DEPARTMENT: SHERIFF'S OFFICE - DETENTION CENTER

JOB SUMMARY/ESSENTIAL FUNCTIONS: Responsible for supervising and assisting a team of inmate workers that perform all housekeeping duties within the Detention Center facility and grounds and ensure that all areas are kept clean and free from hazards. Ensure standards of cleanliness, hygiene and tidiness in all offices, corridors, rooms, and public areas are maintained. Meet with Detention Center supervisors regularly in order to provide progress reports and address issues. Maintain an orderly storeroom and supplies and inventories stock to ensure adequate supplies. Investigate and resolve complaints regarding housekeeping service and equipment, when possible and ensure management are kept informed. Immediately report and document to management any observed or known safety hazards, conditions or unsafe practices and procedures. Motivate, develop and direct inmate workers as they perform custodial duties. Identify and evaluate potential inmate workers and tasks best suited for individuals. Train inmate workers in duties to be performed. Oversee the appropriate use of equipment, facilities, and materials needed. Conduct in-service training to inmate workers to explain policies, work procedures, and to demonstrate use and maintenance of equipment. Examine the building to determine need for repairs or replacement of furniture or equipment, and make recommendations to management. Issue and record supplies and equipment to inmate workers. Clean and maintain areas that are restricted to inmates. Prepare the chemicals for daily jail housing unit cleaning. Perform routine clerical work as required, including maintaining lists and logs, preparing work records and reports, answering the telephone, etc. Perform other duties as assigned.

QUALIFICATIONS:

High School graduate or equivalent and three (3) years related maintenance experience, preferably in a correctional facility.

Commercial custodial or maintenance experience strongly preferred.

Must have and maintain a valid driver's license for South Carolina with a safe driving record.

Knowledge of Material Safety Data Sheets (MSDS) is preferred.

Ability to communicate in verbal and written form.

Ability to understand and follow oral and written instructions.

Departmental testing will be administered during interview.

Initial testing consists of extensive background check and a polygraph test.

Post offer drug testing, psychological exam, pre-placement physical and a functional evaluation capacity test will be required.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

DISQUALIFICATIONS:

Possession or use of marijuana within the past 2 years.

Possession or use of any other illicit drug including recreational use of prescription drugs within past 10 years.

Distribution, sale, or manufacturing any drug as an adult.

Conviction of DUI or DWI within past 5 years.

Conviction of Driving Under Suspension within past 5 years.

Conviction of a felony, serious misdemeanor, or crime of moral turpitude.

Default student loan.

Unresolved judgments and tax liens.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must frequently lift and/or move up to ninety-five (95) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK:

This position is classified as non-exempt and reports directly to the Transport Sergeant. Thirty-seven and one half (37.5) hours per week. Normal work hours are 7:00 a.m. to 3:00 p.m. Monday through Friday. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Maintenance Supervisor – C19

Entry Level Bi-Weekly Pay Range: \$1,043.61 - \$1,200.15

Date of Posting: 07/28/2016

Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

POSTING SUBJECT TO CLOSE AT ANY TIME.

APPLICATIONS WILL NOT BE ACCEPTED ONCE THE POSTING IS CLOSED.