



BAY COUNTY SHERIFF'S OFFICE

JAIL FACILITY

5700 Star Lane, Panama City, Florida 32404

Jail: (850) 785-5245 Fax: (850) 769-7376



POSITION VACANCY ANNOUNCEMENT POSITION: MAINTENANCE WORKER SELECTION PROCESS MONITOR #: 25-001J

POSITION VACANCY

The Bay County Sheriff's Office Jail Facility is currently accepting applications for a Maintenance Worker. Preference will be given to applicants with experience in industrial work. The work location will be at the Bay County Sheriff's Office Jail Facility. The compensation for this position is \$32,598 to \$44,500, based on credentials and/or experience.

BENEFITS

Retirement through Florida State Retirement System. \$150,000 intentional act death, \$50,000 occupational accidental death insurance. Eleven paid holidays per year. Twelve paid sick leave days per year. Twelve paid vacation days per year. Seventeen paid military days per year. Uniforms and equipment furnished. Major medical, dental and vision coverage (including family). Optional additional insurance coverage. Affiliation with Tyndall Federal Credit Union and various banks. Covered under Career Protection Act.

ILLUSTRATIVE DUTIES

The successful applicant should be able to perform ALL of the following functions at a pace and level or performance consistent with the actual job performance requirements.

Maintain and repair physical structure of facility. Visually inspect and test machinery and equipment; listen to machines and equipment to locate causes or malfunctions. Dismantle defective or malfunctioning equipment and install new or repaired parts. Clean and lubricate machinery as required. Install and repair electrical apparatus, such as wiring, and electrical and electronic components of machinery and equipment. Install, program and/or repair automated machinery and equipment. Set up and operate machine tools. Fabricate and repair counters, partitions and other wooden structures. Perform preventative maintenance on equipment according to the preventative maintenance plan or as directed by supervisor. Provide for the proper supervision and tracking of inmates assigned to the maintenance department. Prepare and maintain a variety of standard operating records and reports, as required; process all work orders, reports, purchase requisitions and other documents in a timely manner. Inspect items that could be used as contraband by inmates; provide for the secure storage and/or safe disposal of tools, supplies and equipment; maintain all tools in proper working order. Comply with the procedures for signing in/out logs. Complete work orders in accordance with company standards for workmanship and housekeeping and in compliance with building codes, blueprints, manuals and other applicable procedures, standards or specifications.

NOTE: These are illustrative duties. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

(1) High school diploma, GED certification or equivalent or greater. (2) Experience in industrial plumbing and electrical. (3) A valid Florida driver's license is required.

RESPONSE

Individuals interested in this position are **required** to submit the following:

(1) A Bay County Sheriff's Office Application available through the Personnel Section, 5700 Star Lane, Panama City, FL 32404 or at www.bayso.org (2) Must complete and include all documentation requested within the application. Those individuals with applications on file must update and resubmit. All applications shall be submitted to the Personnel Section.

ADDITIONAL INQUIRY

Any questions regarding this VACANCY ANNOUNCEMENT should be sent to the Personnel Section, at **(850) 215-5599 or 215-5097**.

THE BAY COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER
THE BAY COUNTY SHERIFF'S OFFICE IS A DRUG FREE WORKPLACE