

2-01-630 Maintenance Officer

RESPONSIBLE TO: Maintenance/Special Projects Supervising Line Deputy

WORK SCHEDULE: Five day post, Monday through Friday, Variable hours

GENERAL DUTIES:

The Maintenance Officer is responsible for coordinating all maintenance requests between North Facility and Facility Services Bureau. In addition, the maintenance officer will make a daily check of the facility grounds, note problem areas, and take appropriate corrective action.

SPECIFIC DUTIES:

- Address emails from the facility staff about mechanical and maintenance deficiencies within the facility.
- Identify if the required repair can be handled by our maintenance staff. If not, contact Facility Services Bureau (FSB) and complete a work order.
- Troubleshoot maintenance issues around the facility and ensure that the correct FSB personnel responds to the issue in a timely manner.
- Coordinate the installations of upgrades and repairs around the facility.
- Contact vendors for many of the improvements and items purchased by the facility.
- Pick up orders from local vendors and tend to the completion of projects around the facility.
- Coordinate all landscaping projects and irrigation repairs with the utility officer and ranger 5.
- Maintain an accurate count of all tools assigned to North Facility utilizing the tool inventory sheets.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.
