

# Leon County Sheriffs Office

## Job Description - Listing

### POSITION: Maintenance Plumber

ID	Statement	Performance Standard
<b>TASK</b>		
ALL1000	Complete assignment as directed.	The member will successfully complete all assignments to specifications as directed and within the specified time frame and budget in accordance with agency policies and procedures.
CO3062	Notify designated persons during emergency situation.	The member notifies designated persons immediately during an emergency situation, accurately describing the situation and location pursuant to Department of Corrections (DOC)/Federal Model Jail Standards (FMJS) requirements and in accordance with agency policies and procedures.
CO3093	Report sabotage, pilferage, or security violations.	The member will immediately and accurately report any sabotage, pilferage, or security violations to a supervisor and/or control room pursuant to Department of Corrections (DOC)/Federal Model Jail Standards (FMJS) requirements and in accordance with agency policies and procedures.
MT1452	Assist in developing maintenance policies and/or procedures.	The member will assist the supervisor in identifying, developing and disseminating new and/or modified policies and/or procedures to the maintenance staff in accordance with agency policies and procedures.
MT3410	Perform daily inventory of assigned tool box.	The member will correctly perform a daily assigned tool box inventory to ensure that all tools are properly accounted for prior to commencing daily activities pursuant to the Department of Corrections (DOC)/Federal Model Jail Standards (FMJS) and in accordance with agency policies and procedures.
MT3411	Perform twice monthly inventory of assigned tool cabinet.	The member will correctly perform an inventory of assigned tool cabinet twice a month to ensure that all tools are accounted for pursuant to the Department of Corrections (DOC)/Federal Model Jail Standards (FMJS) and in accordance with agency policies and procedures.
MT3412	Perform bi-annual cross check of assigned tool cabinets.	The member will correctly perform a bi-annual cross check of each other's tool cabinet in order to ensure that all tools are present and accounted for pursuant to the Department of Corrections (DOC)/Federal Model Jail Standards (FMJS) and in accordance with agency policies and procedures.

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MT3418	Install plumbing systems.	The member, given the appropriate tools, equipment and request to install, will correctly install plumbing systems or parts in accordance with the National Plumbing Code (NPC) and pursuant to the Department of Corrections (DOC)/Federal Model Jail Standard (FMJS) and in accordance with agency policies and procedures.
MT3419	Repair plumbing systems.	The member, given a complaint or request to repair and the appropriate tools, will correctly repair the plumbing system in accordance with the National Plumbing Code (NPC) initial installation standards and pursuant to the Department of Corrections (DOC)/Federal Model Jail Standard (FMJS) and in accordance with agency policies and procedures.
MT3421	Purchase supplies on account.	The member will determine the type and amount of supplies required to complete the job being assessed, and order the correct supplies via telephone from the appropriate vendor and pursuant to the Department of Corrections (DOC)/Federal Model Jail Standard (FMJS) and in accordance with agency policies and procedures.
MT3460	Perform minor repairs.	The member performs minor repairs, ensuring that the repairs are performed correctly, safely, and pursuant to building code requirements and/or regulations if applicable and pursuant to the Department of Corrections (DOC)/Federal Model Jail Standard (FMJS) and in accordance with agency policies and procedures.
MT8036	Update and/or maintain tool log.	The member will correctly log all tools in and out, recording required information in an accurate manner in the logs and resolving any noted discrepancies pursuant to the Department of Corrections (DOC)/Federal Model Jail Standard (FMJS) and in accordance with agency policies and procedures.
MT8052	Inspect and/or report maintenance safety issues.	The member conducts regular informal facility inspections to identify any unsafe conditions, and immediately reports any found safety issues to the appropriate authority pursuant to the Department of Corrections (DOC)/Federal Model Jail Standard (FMJS) and in accordance with agency policies and procedures.

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MT8061	Make facility repairs.	The member, given a malfunction or complaint and the appropriate tools, will work in conjunction with facility management and will correctly repair any facility deficiency within their field of capabilities and/or expertise in accordance with the National Electrical Code (NEC), the National Plumbing Code (NPC), state, local and initial installation standards and pursuant to the Department of Corrections (DOC)/Federal Model Jail Standard (FMJS) and in accordance with agency policies and procedures.
MT8072	Remove and/or Return Trustees from Jail.	The member will remove and/or return inmates from and to Jail while maintaining control of the inmates and observing member safety at all times pursuant to the Department of Corrections (DOC)/Federal Model Jail Standard (FMJS) and in accordance with agency policies and procedures.

**POLICY**

PL1	Accepts supervision and direction.	The member responds to supervision, guidance and direction of superiors in a positive, receptive manner.
PL2	Grooming and dress.	The member is appropriately groomed and attired so as to present a professional image in accordance with the agency mission, goals, and policies.
PL3	Observes work hours.	The member observes assigned work hours and is at work on time and works the shift until the shift is over.
PL4	Contact with public.	The member demonstrates a polite, helpful, courteous and professional image when in the contact of the public and/or when engaged in any public activity.
PL5	Operation and care of equipment.	The member properly operates and cares for equipment

to

manufacturers specifications and/or within the specified parameters and in accordance with agency polices and procedures.

**PROFICIENCY**

PR23	Inter-personal skills.	The member demonstrates congenial, respectful, and productive behaviors and attitudes towards others in working relationships and situations.
PR27	General communications skills.	The member has the ability to express ideas and effectively communicate information to students, citizens and colleagues as well as the ability to process verbal information, physical cues and body language in order to effectively listen to individuals.
PR29	Problem solving.	The member has the ability to look beyond surface issues to identify and analyze problems and develop effective responses and solutions to resolve such problems.

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PR37	Knowledge of procedural and policy manuals.	The member has the ability to read, interpret and follow procedural and policy manuals related to the job performed by the incumbent and demonstrates this knowledge via oral or written testing.
PR4	Radio communications.	The member utilizes the 2-way radio for official communications only, communicating in a clear, concise and intelligible manner under all conditions and at all times.
PR5	Verbal communications.	The member conveys verbal information, instructions, directives and/or commands in a clear, concise and intelligible manner.
PR6	Written communications.	The members written communications are accurate, concise, legible and timely.

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**Statement**

**Performance Standard**

LCSO PERFORMANCE EVALUATION  
SUPERVISOR/MEMBER PERFORMANCE COUNSELING  
BEGINNING OF RATING PERIOD

I certify that my Position Tasks, Job Performance Expectations and Evaluation Rating Criteria were discussed with me.

\_\_\_\_\_  
Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
I certify that Position Tasks, Job Performance Expectations and Evaluation Rating Criteria have been discussed with the member.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

