

August 2, 2017

**NOTICE OF VACANCY**

**POSITION:** ASSISTANT MAINTENANCE ENGINEER  
**LOCATION:** DARTMOUTH HOUSE OF CORRECTION  
**PAY GRADE:** NAGE C –GRADE 15 (\$43,151.42 - \$50,803.48)  
**HOURS:** 11:00 am – 7:00 pm  
**DAYS OFF – SAT/SUN**

**GENERAL DUTIES AND RESPONSIBILITIES:**

See Attached Job Description

**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 on or before **August 16, 2017 at 4:00 p.m.**

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 on or before **August 16, 2017 at 4:00 p.m.** **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**

**1. TITLE** ASSISTANT MAINTENANCE ENGINEER  
**AGENCY** BRISTOL COUNTY SHERIFF'S OFFICE

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**2. UNION / GROUP** NAGE C  
**SALARY GRADE** 15  
**DATE** PREPARED 04/07  
REVIEWED 04/12

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**3. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**  
RESPONSIBLE FOR THE GENERAL AND VARIED BUILDING AND EQUIPMENT. MAINTENANCE OF THE BRISTOL COUNTY HOUSE OF CORRECTION AND JAIL. ALSO RESPONSIBLE FOR THE DAY TO DAY OPERATION OF THE TOOL CRIB LOCATED IN THE MAINTENANCE DEPARTMENT AND RESPONSIBLE FOR THE PROPER OPERATION OF THE TOOL CRIBS LOCATED IN THE MAINTENANCE SHOP.

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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)**  
CUSTODY OF INMATES IN HIS/HER CHARGE

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- 6. DUTIES AND RESPONSIBILITIES:**
1. PARTICIPATES IN ROUTINE MAINTENANCE AND REPAIRS OF BUILDINGS AND GROUNDS.
  2. REGULARLY PERFORMS PREVENTATIVE MAINTENANCE ON EQUIPMENT.
  3. PICKS UP MATERIALS AND MAINTAINS SUPPLIES.
  4. FOLLOWS REQUIRED SAFETY AND SECURITY PROCEDURES.
  5. OPERATES HAND TOOLS AND POWER EQUIPMENT.
  6. MAINTAINS INVENTORY AND SECURITY OF TOOLS.
  7. FIXES, REPLACES AND MAKES OPERATIONAL ANY LOCKS OR LOCKING PROBLEMS.
  8. 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.

9. SUPERVISES AND MONITORS INMATE WORK CREWS PERFORMING MAINTENANCE/CLEANING DUTIES IN THE CORRECTIONAL FACILITIES.
10. RESPONSIBLE FOR TRAINING AND INSTRUCTING INMATES IN THE USE OF TOOLS AND EQUIPMENT AND/OR MAINTENANCE/REPAIR PRACTICES AND PROCEDURES.
11. TRANSPORTS INMATES IN DEPARTMENT VEHICLES TO THE CORRECTIONAL FACILITIES TO PERFORM WORK ASSIGNMENTS.
12. RESPONSIBLE FOR THE QUARTERLY INVENTORY OF TOOLS STORED IN THE CARPENTRY SHOP, AUTO SHOP AND MAINTENANCE SHOP.
13. RESPONSIBLE FOR MAINTAINING MASTER TOOL INVENTORY RECORDS LOCATED IN THE ADS SECURITY'S OFFICE FOR THE MAINTENANCE SHOP.
14. RESPONSIBLE FOR ENSURING THAT ALL TOOLS LOCATED IN MAINTENANCE SHOP ARE PROPERLY MARKED AND STORED IN ACCORDANCE WITH THE POLICY FOR INSTITUTIONAL TOOL CONTROL.
15. RESPONSIBLE FOR THE PROPER STORAGE OF FLAMMABLE, HAZARDOUS AND POISONOUS MATERIALS AND CHEMICAL USED BY THE MAINTENANCE DEPARTMENT.
16. ASSISTS THE TRAINING DIVISION IN TEACHING STAFF PROPER TOOL CONTROL PRACTICES AND PROPER STORAGE OF FLAMMABLE, HAZARDOUS AND POISONOUS MATERIALS AND CHEMICALS IN ACCORDANCE WITH THE POLICY FOR INSTITUTIONAL TOOL CONTROL.
17. ASSIGNS INMATES TO SPECIFIC TASKS AND SUPERVISE THEIR WORK. TO MAINTAIN DISCIPLINE AND CUSTODY OF INMATES. TO MAKE PERIODIC INMATE COUNTS. TO REPORT ON WORK AND BEHAVIOR CHARACTERISTICS OF INMATES UNDER HIS SUPERVISION. TO MAKE PERIODIC SEARCHES OF SHOP AND AREAS FOR CONTRABAND AND ACCOUNT FOR IMPLEMENTS ASSIGNED TO INMATES.
18. RESPONSIBLE FOR THE SUPERVISION, CONTROL, CUSTODY, AND RECOMMENDING OF DISCIPLINE OF INMATES IN HIS/HER CHARGE. MONITORS INMATE ACTIVITY, OPERATES DEPARTMENTAL EQUIPMENT AND RESPONDS TO INMATE BEHAVIOR PATTERNS.
19. RESPONSIBLE FOR THE DISPOSAL OF NON-SERVICEABLE TOOLS IN ACCORDANCE WITH THE POLICY FOR INSTITUTIONAL TOOL CONTROL.

20. RESPONSIBLE FOR THE CLASSIFICATION OF ALL TOOLS LOCATED IN THE MAINTENANCE DEPARTMENT IN ACCORDANCE WITH THE POLICY FOR INSTITUTIONAL TOOL CONTROL.
21. RESPONSIBLE FOR DAILY INVENTORY OF TOOLS STORED IN THE MAINTENANCE SHOP
22. PERFORM OTHER RELATED DUTIES AS DESIGNATED BY THE SHERIFF.