



JOB DESCRIPTION

Bedford County
Bedford, PA

Job Title: Corrections Maintenance Technician
Reports to: Corrections Maintenance Supervisor

Status: Full-time

Pay Scale/Grade/Salary: \$16.50 per hour, non-exempt

Schedule: 7:30am – 3:30pm (rotating emergency call system)

JOB SUMMARY:

The Corrections Maintenance Technician (CMT), under the direction of the Supervisor, is responsible for performing both preventive and corrective maintenance on the facility's physical plant as needed. The CMT is assigned specific duties aligned with the established preventive maintenance schedule for designated areas within the facility.

In this role, the CMT directly supervises both outside work crews and internal inmate work details, ensuring that all tasks are completed safely while maintaining strict security standards. The technician also supports the Supervisor in managing and enforcing tool control procedures throughout the facility.

Additionally, the CMT participates in an after-hours on-call rotation, requiring timely response to facility emergencies, including equipment failures and weather-related incidents. The CMT must also be prepared to assist security staff during emergency situations to help maintain a safe and secure environment.

ESSENTIAL FUNCTIONS OF THE JOB: (Illustrative Only)

- Performs preventive maintenance on equipment by conducting visual inspections, making adjustments, lubricating components, and evaluating parts subject to deterioration due to normal wear and tear; completes necessary repairs as needed.
- Supervises both inside and outside inmate work crews to complete maintenance and improvement projects within the facility and on facility grounds while ensuring safety and security protocols are followed.
- Installs and maintains telephones, computer data lines, and electrical outlets as required.
- Assists in the administration and enforcement of the facility's tool control program.
- Performs painting of walls, trim, and other surfaces as needed.
- Dismantles and assembles interior demountable partitions for office reconfigurations and constructs permanent walls when required.
- Completes minor plumbing and electrical repairs and maintenance, including work on drains, electronic locking systems, paging systems, and related components.
- Maintains overall appearance and safety of facility grounds, including sidewalks and parking lots.
- Relocates office equipment and furniture between offices or buildings as necessary.
- Performs snow removal and other seasonal maintenance duties.
- Responds to emergency maintenance calls when possible.

- Performs other duties as specified by Building and Maintenance Supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- GED or High School Diploma (required)
- Technical School certificate preferred.
- Knowledge of mechanical, electrical, plumbing, HVAC, refrigeration and building maintenance. Skills in operating handheld maintenance tools. Skills in repairing mechanical, electrical, plumbing, HVAC, and refrigeration equipment. Ability to identify need for and perform mechanical, electrical, etc. maintenance; ability to acknowledge and practice safe working procedures to Federal, State and Local policy.

MATERIAL AND EQUIPMENT USED:

- Maintenance tools and supplies.
- Technical manuals.
- Lawn care and snow removal equipment

LICENSE (S) AND CERTIFICATE (S):

- EPA Proper Refrigerant Practices Certification preferred
- HVAC
- Carpentry
- Painting

PHYSICAL ABILITIES:

- Stand for extended periods of time.
- Stoop, kneel, bend, reach, or grasp.
- Lift to 100 pounds; and
- Work in unpleasant environment conditions.
- Lift in excess of 100 pounds; and
- Work in excess of 8 hours during times of emergencies. Minimum shift requirements, disturbances, etc.

SPECIAL NEEDS

Must have a valid driver's license and be able to travel if required to attend meetings and seminars.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act. Due to the nature of this work no light duty post are available.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, should be considered.

**The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is well intended to be compliant with the Americans with Disabilities Act. Due to the nature of this work, no light duty post is available.

The qualification listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job could be considered.

By signing this I acknowledge that I can perform all of the essential functions and duties described in this job description

Received by: Signed: _____ Date: _____

Print name: _____

Revised: April 2024