

ATASCOSA COUNTY JUVENILE JUSTICE CENTER

Maintenance Technician Job Description

JOB DESCRIPTION

The Atascosa County Juvenile Justice Center (ACJJC) Maintenance Technician is responsible for every aspect of the facility's mechanical operation and must have a working knowledge of electrical, water, heating and A/C, carpentry, and groundskeeping. He/she must be able to pass a criminal history check and physical as required by the ACJJC. The Maintenance Technician reports directly to the Major/Detention Superintendent and/or the Chief Juvenile Probation Officer (CJPO).

JOB SUMMARY

The Maintenance Technician inspects, troubleshoots, and repairs mechanical, electrical, plumbing, and HVAC (heating, ventilation, and air conditioning) systems. This role prevents costly equipment breakdowns and ensures the facility meets health and safety rules.

DUTIES

- Oversee all indoor/outdoor maintenance issues that arise at the detention center, the probation office, and the JJAEP (Juvenile Justice Alternative Education Program).
- Schedule repairs with an outside company with the approval of the Major, the CJPO, or the Deputy CJPO.
- Be on call 24/7 to answer questions or concerns and be available to repair equipment after normal business hours, on weekends, and on holidays.
- Be responsible for all tools brought into and removed from the facility and maintain the tools in a secure location.
- Perform any other duties as required or assigned by the Major, the CJPO, or the Deputy CJPO.

KEY RESPONSIBILITIES

- **Routine Inspections:** Check buildings, machinery, and safety gear regularly to spot problems early.
- **Preventive Maintenance:** Perform scheduled upkeep like changing filters, oiling moving parts, and testing alarms.
- **Repairs:** Fix broken plumbing, faulty wiring, doors, locks, and basic HVAC issues.
- **Record Keeping:** Update work orders, log completed tasks, and track parts inventory using a computer or paper system.
- **Emergency Response:** Answer urgent maintenance calls and provide support during equipment failures.
- **Vendor Coordination:** Meet and oversee outside contractors when specialized or major repairs are needed.

REQUIREMENTS AND QUALIFICATIONS

- **Education:** High school diploma or GED required. Technical or vocational training in a trade (HVAC, electrical, or mechanical) is preferred.

- **Experience:** 1 to 3 years of hands-on experience in general maintenance, building operations, or a related trade.
- **Technical Skills:** Basic knowledge of electrical, plumbing, carpentry, and mechanical systems. Ability to read manuals, blueprints, and schematics.
- **Tools:** Proficiency in using hand tools, power tools, and diagnostic equipment.
- **Safety Knowledge:** Familiarity with OSHA (Occupational Safety and Health Administration) guidelines and safe work practices like lockout/tagout (LOTO).

PHYSICAL REQUIREMENTS

- The ACJJC Maintenance Technician must meet the requirements of the physical job description, as it pertains to Juvenile Supervision Officers, apart from resident supervision.
- **Stamina:** Ability to stand, walk, bend, and kneel for long hours.
- **Strength:** Capability to lift heavy objects (often up to 50–100 pounds).
- **Mobility:** Comfort climbing ladders, working at heights, or squeezing into tight, confined spaces.

ACKNOWLEDGMENT

I fully understand the above job description as written and explained to me, and I accept the responsibilities and requirements listed.

STAFF PRINTED NAME

STAFF SIGNATURE

DATE/TIME

CJPO'S SIGNATURE

DATE/TIME