



# Sheriff Carl R. Bowen

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## DeWitt County Sheriff's Office Maintenance Jailer Job Posting

**Job Title:** Maintenance Jailer  
**Reports To:** Jail Lieutenant  
**Starting Pay:** \$18.73/hr. DOQ

**Division:** Detention  
**FLSA Status:** Non-exempt  
**Prepared By:** DCSO

### SUMMARY

This position requires a thorough knowledge of Jail infrastructure, operations, contracts, and the repair and maintenance of equipment.

### SUPERVISION RECEIVED

Works under the general supervision of the Jail Lieutenant.

### SUPERVISION EXERCISED

None generally.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include, but are not limited to, the following:

1. Visually assess maintenance or repair concern prior to calling outside contracted services, to include HVAC, Exterminator, or any kitchen hardware concern.
2. Primary contact with outside service contractors.
3. County jailer duties in times of exigent circumstances to be determined by the Jail Captain, such as hospital duty and federal transports.
4. Maintain equipment and infrastructure to ensure proper operation.
5. Assess and address maintenance or safety concerns that pose a threat to officer or inmate safety to include damages in infrastructure, equipment, and immediate hazards such as spills and tripping hazards.
6. Perform routine community focused initiatives on behalf of the Sheriff.
7. Take on special assignments that benefit the county, jail, or Sheriff's office as assigned by the Jail Lt., Jail Captain, the Chief Deputy, and the Sheriff.
8. Document the completion of all repairs and scheduled repairs from service contractors.

9. Serve as primary contact for parts location and ordering.
10. Gain approval from Jail Captain for expenditures incurred in the purchasing of parts and equipment in excess of \$100.00.

**Note:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

### **EDUCATION and/or EXPERIENCE**

A high school diploma or equivalent is required. Knowledge of the use and repair of HVAC, appliances, and basic construction desirable. Licensed by TCOLE as a Jailer.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Basic communication skills.

### **MATHEMATICAL SKILLS**

Basic math skills in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **PHYSICAL DEMANDS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

### **WORK ENVIRONMENT**

This position has been identified with possible risks of exposure to blood-borne pathogens and/or other various hazards. The noise level in the work environment is usually moderate.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

**TO APPLY:** Download and complete the application at <https://dewittsheriff.org/employment-opportunities>