

Probationary Pay - \$16.84

After probation \$17.78

JOB POSTING

MAINTENANCE COORDINATOR ASSISTANT

Great Falls Pre-Release Services, Inc.

Position: Maintenance Coordinator - Assistant **Job Classification:** Non-Exempt

Reports To: Maintenance Coordinator

Supervises: Assigned Inmate/Resident Workers

Position Scope: Up to 5 Inmate/Resident Workers assigned. Three Buildings

Position Summary:

The Great Falls Pre-Release Center is a non-profit Community Corrections worksite consisting of three Counseling campuses. The campuses are minimum security and residential in nature, housing closely screened and selected for program acceptance, adult male and female felon offenders during their structured transition program for re-entry into the community. The Centers also operate a Jail Alternative program for adult male/female clients and a Community Service program involving adjudicated males and females.

Assist Maintenance Coordinator to assure the safe, efficient maintenance operation of the Pre-Release Center complex. Supervises and trains both Inmate/Resident Workers (male and female), as well as Community Service volunteers which may be assigned to the Center.

Act as the backup point manager for scheduled and un-scheduled maintenance throughout the Center complex including physical plant, grounds and all associated property such as the vehicles and equipment.

Maintaining Center cleanliness and performing or assisting in the performance of regular preventative maintenance is the primary function of this job.

Key Responsibilities and Duties:

1. Assist and perform specific weekly, monthly and quarterly inspections on specified property such as furnaces, pumps, emergency lighting and seasonal equipment. Assist in the periodic inspections of the Center complex.
2. Identify and log major discrepancies and make necessary notifications to proper authorities concerning timely repair actions. Identify and correct medium to low maintenance discrepancies.
3. Assist in the identification of necessary supply items and make proper notification to insure they are acquired.
4. Maintain documentation of all work performed as well as assist in the development of a written maintenance schedule on all routine maintenance functions.
5. Insure all work performed or supervised is conducted in a safe and professional manner. Observe and enforce basic safety and health standards and correct deficiencies as they are noted.
6. Supervise and as necessary perform basic yard and grounds work.
7. Assist in maintaining and periodically account for Center inventory. Make approved purchases on behalf of the Center.
8. Complete other duties assigned or requested by the Maintenance Coordinator.

Qualifications and Skills:

- High School graduate or equivalent.
- General maintenance skills in areas such as, carpentry, electricity, plumbing and heating, and landscape maintenance.
- Basic supervisory qualifications. Experience with desktop computer operation desirable.
- Skills and experience in problem solving/resolution and time management. Able to lead and supervise others in the performance of assigned tasks as well as be sensitive to the duties and responsibilities of the Inmate/Resident Workers and staff.
- Ability to establish and maintain effective and meaningful working relationships with Inmate/Resident Workers, take direction and enforce safety rules and regulations.
- Must possess a positive approach toward problem-solving.
- Effective verbal and written communication and relationship development. Good organizational and time management skills.
- Must possess a valid Montana driver's license