

The Nacogdoches County Sheriff Office has an immediate opening for a strong Maintenance Building Supervisor. The Maintenance Supervisor is responsible for making daily rounds of the facility grounds and interior, checking for potential safety hazards, environmental concerns, and inspecting facility equipment, as well as general needs. The ideal Maintenance Supervisor candidate will have strong skills in HVAC, plumbing, washer and dryer repair, and knowledge of emergency and fire systems.

The successful candidate will possess the following skills:

- HVAC experience.
- Experience with heating and air conditioning, boiler and water systems, washers, dryers, emergency power generators and other basic physical plant and equipment items.
- Understanding of principles of preventive maintenance.
- Ability to communicate with staff.
- Ability to work with facility budget.
- Ability to perform work tasks within the physical demand requirements of the position (walking, standing, lifting, bending).
- Ability to comply with departmental safety policies and procedures.
- Conduct and document inspection of fire control systems; coordinate monthly fire drills.
- Order and maintain stock of supplies and equipment.
- Perform maintenance functions as required.
- Ensure the facility and equipment is maintained in safe and efficient working order.
- Repair equipment and tools as necessary.
- Supervise outside contractors as necessary.
- Establish and implement preventive maintenance program.
- Perform journey level maintenance and repair of buildings and equipment

Qualifications:

- Must be a US Citizen
- Must have a high school diploma or GED
- Must not have ever been convicted of an offense above a Class B misdemeanor and no convictions for a Class B misdemeanor within the past 10 years.
- No convictions for any family violence of any degree ever.
- Must not have been discharged from the military with a dishonorable or bad conduct discharge.
- Must be able to pass a complete background check
- Must possess a Texas Driver License and have a good driving record

Benefits:

Salary: Starting pay \$38,352.00 to \$41,616.00. Health Insurance provided to employee and retirement. Employee will be vested with county for retirement after 8 years of service.

Applications will be accepted until November 7, 2014 at 5:00 p.m. Applicants can download the job application form at www.nac-sheriff.com and return to Courtney Brown at the Sheriff Office. Applicants may also pick up an application in person at the Sheriff Office. Please only fill out the job application form. Applicants will be directed on when to fill out the personal history statement.