



Dawson County Human Resources

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Job Vacancy

Assistant Maintenance Engineer - DCCF

Date Posted:	February 22, 2017
Application Deadline:	Open until filled
Salary Range:	\$18.00
Job Type:	Full-time
Hours/Days:	40 hours per week Monday - Friday

ABOUT THE POSITION/DEPARTMENT:

It is the responsibility of the maintenance personnel, at the Dawson County Adult Detention/Correction Facility, to maintain a clean and safe environment for all staff inmates and visitors. Maintenance staff will assume responsibility for the effective and efficient operation of the physical plant and the exterior compound, as well as facilitating repairs and managing daily supply inventories.

MINIMUM QUALIFICATIONS:

Graduation from high school diploma or GED. A Bachelor's Degree or equivalent combination of education, training and three years' experience in mechanical engineering, electrical engineering plumbing, large plant management or a related field. Must be certifiable as a licensed boiler operator in the State of Montana - 3rd class Montana Boiler's License (consideration will be given with regards to obtaining the required boiler license in 6 months to a year from date of hire). A valid Montana Driver's license is required.

DUTIES AND RESPONSIBILITIES:

- Maintains and repairs:
 - plumbing (as allowed by code) maintain and repair boilers, air handling units pumps and air conditioning units,
 - test the fire sprinkler system as allowed by code
 - electrical devices, switches receptacle and light fixtures as allowed by code.
 - repair emergency generator,
 - electric motors,
 - fire alarm system, door controls, closed circuit TV systems, paging and intercom system and inmate telephone system,
 - all detention door locks,
 - repair doors, locks and hardware, windows, floors, ceilings, walls, etc. including surface preparations and painting,
 - all lawn care and snow equipment,
 - underground sprinkler system
- Maintains the exterior physical appearance of the facility through the timely mowing, trimming, fertilizing, watering, etc. of all landscaped vegetation.
- Insure safe access to tall facility entrances and parking areas through timely snow removal, ice removal, etc.
- Insure that all loading docks, driveways and sidewalks are free of obstructions.
- Maintain an adequate lock shop with the maintenance department.
- Perform necessary chemical tests on domestic water and heating/cooling water.
- Responsible for the purchase of cleaning and maintenance supplies as directed by Chief Engineer.

- Participates in the “on-call” rotation with the Chief Engineer. Must be locally available when on call and able to respond to various Engineering situations during off hours.
- Maintain a current boiler operators certification at all times.

HOW TO APPLY:

To apply for this position, please contact Dawson County Human Resources or the Glendive Job Service (<http://glendivejobs.mt.gov>) to complete a Dawson County application and complete any required testing (if applicable). An application may also be downloaded from the County website, www.dawsoncountymontana.com. Completed applications should be submitted to Dawson County Human Resources or to the Glendive Job Service.

This vacancy announcement provides only a brief overview of the position for recruiting purposes and is not intended to be a full list of duties and qualifications. For a complete position description, please make your request to Dawson County Human Resources.

Dawson County provides equal opportunity for employment, retention and advancement to all people regardless of race, color, creed, national origin, religious or political affiliation, sex, age, marital status, mental or physical disabilities. The information contained on employment applications is sought in good faith. It will not be used in any way to discriminate against any applicant for employment in violation of state or federal law.