

**POTTER COUNTY SHERIFF'S OFFICE
EMPLOYMENT OPPORTUNITIES**

AN EQUAL OPPORTUNITY EMPLOYER

The Potter County Sheriff's Office is in search of a qualified applicant to fill the following position. Applicants may apply online at <https://www.pottercountysheriff.org> or pick up an application at the Sheriff's Office located at 13103 NE 29th Amarillo, TX 79111. Applicants will be interviewed only if they meet the necessary requirements and minimum qualifications for the position.

JOB TITLE: FACILITIES DIRECTOR for POTTER COUNTY SHERIFF'S OFFICE

JOB DESCRIPTION:

Oversee and maintain all operations of the Detention Center and related properties, including preventive and emergency maintenance. Direct staff, assign work duties, and ensure the safety and welfare of county-owned buildings. Manage, schedule, and prioritize multiple projects and deadlines. Manage security camera operations and programming. Administer all aspects of HVAC, boiler, commercial kitchen, and laundry equipment operations. Design, implement, and oversee all facility-related projects. Perform troubleshooting and repairs for all assigned systems and equipment. Maintain up-to-date knowledge of safety codes, regulations, and emergency operations. Manage DDC & EMS systems, as well as energy management initiatives. Handle administrative duties, including project close out documents and compliance reports. Be available for emergency callout and able to work in a correctional setting, including mandatory rotating on-call duty and holiday shifts as needed.

SKILLS REQUIRED:

To perform this job successfully, individuals must possess extensive knowledge and experience in industrial and commercial maintenance, including: HVAC (Direct Digital Control, parallel rack systems, boilers, pumps), electrical, plumbing, construction, painting, electronics, and control wiring; familiarity with project management, blueprint and schematic design/reading, drafting, and all phases of construction (from conceptual design to project close out); experience with administrative duties and schedule management; thorough understanding of local, state, and federal code enforcement regulations, including UBC (Uniform Building Codes) and NFPA (National Fire Protection Administration) standards; knowledge of life safety operations and emergency response planning; proficiency with IT and security operations, including computer, phone, and network systems; familiarity with commercial kitchen and laundry equipment, chemical management systems, and hazardous emergency response equipment; ability to obtain and maintain knowledge of minimum required standards set forth by the Texas Commission on Jail Standards; ability to utilize Bluebeam Review Program for project plan reviews, daily operations, and record management, and; knowledge of preventative maintenance programs and implementation

EQUIPMENT USED:

Computers, printers, laptops, radios, repeaters, HVAC service tools, welders, torches, electrical meters, gas testing equipment, plumbing and sewer equipment, hand tools, extension ladders, scaffolding, painting equipment, carpentry tools, safety equipment, fire alarm panels, fire suppression systems, commercial kitchen, laundry equipment, hazardous emergency response tools, chemical management systems, electronic testing equipment, vehicles, electrical systems, distribution, main switch gear, and sub panels.

PHYSICAL ACTIVITIES REQUIRED:

Bending, carrying, cutting, digging, drilling, crouching, kneeling, lifting (40 lbs. and over), pouring, walking, squatting, turning, grasping, stooping, standing, pushing, pulling, handling, holding, repairing, installing, sitting, climbing, crawling, reading, listening, and driving.

EDUCATION AND EXPERIENCE:

15 years of facilities maintenance supervision preferred.

Must have a valid and current Texas driver license and proof of insurance.

Must fully cooperate with and provide all requested documents for a thorough background investigation, including a fingerprint-based criminal background check.

Must be able to successfully complete a Basic County Corrections Course to obtain a Texas jailer license within one year after employment (training will be provided). State licensure requirements include:

- Must be 18 years of age
- Must possess a high school diploma or GED
- Must be a U.S. citizen
- Must not have any felony or class A misdemeanor convictions
- Must not have any class B misdemeanor convictions within the past ten (10) years preceding the date of application
- Military veterans must not have received a dishonorable discharge

WORK SCHEDULE:

Monday through Friday 08:00am–4:00pm. Overtime and holiday work may be required.

Mandatory rotating emergency response on call duty as required.

STARTING SALARY AND BENEFITS:

\$79,134 starting

\$81,280 after two years

Benefits include access to a quality health insurance plan for employees and eligible dependents and enrollment in an excellent retirement plan through the Texas County and District Retirement System. Annual leave for new hires includes 13 paid holidays and 10 paid vacation days. Paid sick leave accumulates at one day per month.

Applicants may apply online at <https://www.pottercountysheriff.org>, or by pickup up an application at the Sheriff's Office at 13103 NE 29th Amarillo, TX 79111. Questions may be directed to the Training and Personnel Office at 806-379-2906.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.