

STARK REGIONAL COMMUNITY CORRECTION CENTER
WE ARE AN EQUAL OPPORTUNITY EMPLOYER
JOB DESCRIPTION

MAINTENANCE SUPPORT/ RESIDENT SUPERVISOR – Part-time

Department: Operations Status: Non-Exempt
Purpose: To ensure the safety, security, and orderliness of the facility by monitoring adult felony offenders' activities, documenting, and performing transport needs as necessary. Assist with various maintenance duties.
Environmental Conditions: Indoors and outdoors PPE Needed: None needed to complete job duties; however, PPE is available if needed.
Work Schedule: Max 30 hours in between 9:00 am – 5:00 pm, Monday- Friday
Pay Range: \$18.76 to start, at the end of 180-day probation, will increase to \$19.26
Updated: 7/2026

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SUMMARY OF DUTIES AND RESPONSIBILITIES:

Overview:

Responsible for observing and monitoring the movement of adult felony offenders (clients) and others throughout the facility and its premises. Maintaining the facility in a safe, sanitary, secure, and orderly condition; supervising clients in accordance with rules and regulations; performing other related duties as required. During work hours, may assist with transportation duties. **Contractor Escort:** Walk external contractors through the facility and assist them during visits. Assist with various projects throughout the facility. Monitor residents working on building projects.

Security Support: Assist the security team with standard, daily operations when not assigned to a contractor or particular maintenance assignment

Duties:

The duties listed below are intended to illustrate work functions performed by the position.

I. Client/Program Duties:

1. Maintains an atmosphere conducive to agency philosophy and humane living conditions.
2. Be aware of client treatment/habilitation plans and needs, and assist clients in working toward completion of individual treatment plans.
3. May drive and/or escort clients to and from other locations
4. Maintains discipline, order, safety, and security. Completes reports or shift briefings regarding client behavior in accordance with established procedures. Must be computer literate.
5. Responds to client needs and conflicts in a preventative fashion so as to reduce volatile situations.
6. Participates in providing a culture of cognitive behavioral theory by using cognitive behavioral techniques for interventions and awards based on client behavior, per policy and procedure.
7. Consistently, objectively and professionally enforces Rules and Regulations Governing Residency as outlined within Resident Handbook and follows appropriate reporting procedures for violations thereof.
8. Assures client movement follows agency procedure and monitors clients entering and leaving facility by following the established sign-in and sign-out procedures.
9. Follows client wake-up procedure during all on duty hours. Responsible for monitoring client curfews.
10. Responsible for handling crisis and emergency situations in program, calling for assistance when needed, and

- documenting all such incidents per agency policy.
11. Reports any positive or negative client behavior incidents in accordance with established reporting procedures. Provides opportunity for instant sanctions and awards for positive behavior.
 12. Maintains overall safety, sanitation and security of facility and its premises. Documents any accidents on facility premises. Follows shift post orders
 13. Maintains overall order within the facility and its premises to include operation of security system.
 14. Reads the Log Book and Shift Briefing on a daily basis. Records in substantial and comprehensive fashion all shift activities.
 15. Conducts visual head counts, isolation checks, facility and vehicle shakedowns, and client searches according to established procedures. Documents all such activities.
 16. Supervises, directs and evaluates completion of client housekeeping assignments within areas of responsibilities. Ensures necessary cleaning supplies are available and utilized properly. Adheres to agency policy and procedure regarding supervision of client use of tools, supplies and equipment which may or may not be hazardous.
 17. Strictly adheres to key control system established by agency.
 18. Exchanges information with on-coming and departing shifts.
 19. May be assigned inventory duties

II. General Duties:

1. Understands and adheres to policy and procedural requirements of SRCCC program.
2. Maintains strict confidentiality with respect to all information obtained and processed in the operation of the SRCCC program.
3. Remains alert throughout work shift and maintains contact with personnel on duty to be aware of unusual situations that may arise and/or problems that need to be resolved.
4. May be required to provide transport to clients.
5. Answers facility telephone and routes call to appropriate staff person.
6. Advises maintenance department via maintenance repair request, regarding any maintenance, rodent/insect control, first aid equipment, fire safety equipment needs as well as reporting any other matters concerning safety, sanitation and security which require attention.
7. Required to escort vendors throughout the building.
8. May be required to escort local or state building and health authorities and safety inspectors during inspections.
9. Meets with the Deputy Director and/or Security Supervisor or Unit Supervisor on a daily basis or as-needed for a mutual exchange of work-related current events. Participates in scheduled All-Staff meetings and other meetings as required.
10. Works with the Security Supervisor to continuously upgrade the effectiveness and efficiency of the relevant areas of responsibility. Must be computer literate.
11. Supports, cooperates and works with other agency staff in meeting the needs of the program.
12. Subject to being called to work at any time due to emergency situations and/or coverage needs.
13. Be energy conscious and stress conservation.
14. Completes required hours of in-service training per year. Participates in seminars and continuing education programs when appropriate and feasible.

Minimum Qualifications:

Education: High School Diploma or General Equivalency Diploma.

Experience: Six months working experience in a correctional facility for adults or related field, preferred.. Must have valid Ohio Operator's License and must have a good driving record. Must be computer literate.

Skills: Ability to use computer workstation as it pertains to security system.

Ability to work professionally with co-workers and supervisors.
Ability to recognize unusual and/or threatening conditions and take appropriate action.
Ability to maintain records and prepare routine reports.
Ability to work under stressful and demanding conditions.
Skill in oral and written communication.
Ability to effectively manage time and organize workload.
Ability to establish and maintain effective working relationships with clients, co-workers, the community, etc.
Ability to work independently.
Ability to plan, organize, train and direct the work of clients in the completion of their assigned housekeeping duties.
Skill in problem resolution.

NOTE: Automobile Liability Insurance and Valid Ohio Driver's License required. Pass a background check.

NOTE: This position/job description in no matter states or implies that these are the only duties and responsibilities to be performed and is subject to change at any time by your Supervisor and/ or the Director. Other duties could be assigned that are not listed in this job description. My (employee) signature signifies that I have reviewed and understand the contents of my position description.

EMPLOYEE ACKNOWLEDGMENT

I have received and read the JOB DESCRIPTION for the position of Maintenance Support Resident Supervisor and understand the duties and functions to be performed in this position. I have also received a copy of the pay range for the position. The rate of pay at which I will begin employment in this position has been established at \$_____.

Employee Signature

Date

Witness Signature

Date

To apply Send resume attention Cheryse McLeod, HR Director via email: cmcleod@srccc.net