



Nolan County Sheriff's Office



Maintenance Manager

Annual Salary:
(effective 10-01-2022)

\$40,100.88

Works out to **\$3,341.74 per month** or **\$19.28 per hour** after probation.

Standard initial probationary period of 6 months during which time salary is reduced by \$50.00 per month.

Paydays: Two pay days per month; the 15th of each month and the last day of the month. If pay day falls on a holiday or weekend; payroll will be issued the business day preceding the holiday or weekend. Any overtime is paid on last paycheck of the month at 1.5 times the regular rate.

Background Clearance Required: Applicants for the Maintenance Manager position with Nolan County Sheriff's Office must undergo a background investigation to include the submission of fingerprints to achieve a Criminal Justice Information Systems (CJIS) clearance.

Equipment: NCSO provides all tools, power equipment and work clothing.

Residency: Nolan County Sheriff's Office employees are encouraged to reside within the boundaries of Nolan County. However, the Maintenance Manager can live outside Nolan County within a maximum one (1) hour drive time that includes allowances for traffic and/or inclement weather.

Longevity pay: \$5.00 per month for each year of completed service after five years;
6-10 years of service = \$10.00 per month for each year of completed service;
10-15 years of service = \$15.00 per month for each year of completed service and thereafter.

Health, Dental and Life Insurance: Excellent major medical health insurance (*currently Blue Cross/Blue Shield*) is provided for the employee at no cost. Dental insurance coverage is also provided for the employee as well as a \$10,000 life insurance policy. Dependent health and dental coverages are available with monthly premiums paid by the employee.

Paid Leave Time:

80 hours (2 weeks) of vacation per year. (120 hrs. of vacation per year after 10 years of service)

13 paid holidays (8 hrs. per holiday – 104 hours annually).

8 hours of sick leave accumulated per month up to a maximum of 480 hours.

Retirement: Texas County and District Retirement System (TCDRS). Nolan County contributes \$1.70 for each dollar that the employee has withheld.

Duties:

General janitorial, custodian, and lawncare duties. Facility maintenance to include some limited plumbing, electrical, and HVAC type repairs or maintenance of systems.

Qualifications:

Background investigation including drug screen. Must be available for call out for emergencies at the facility. Must be a quick learner and a problem solver. Must be a self-starter and able to work to complete multiple tasks with little or no supervision. Ability to handle some work outside in all types of weather. Not be afraid to work around jail inmates at times.

Nolan County Sheriff's Office "Centered on service, based on integrity and professionalism."

Download our application @ www.nolanso.com