

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Building Maintenance Lead Worker

Class Code: 80213
Pay Grade: GF

A. Purpose:

Performs skilled building maintenance tasks as a lead worker/crew leader in the areas of electrical, plumbing, finish carpentry, refrigeration, heating, ventilation, air conditioning, painting, and preventive maintenance to provide for the continued, safe, and efficient operation of the facility and associated areas.

B. Distinguishing Feature:

Building Maintenance Lead Workers perform building maintenance tasks and are a lead worker/crew leader over other building maintenance workers continually assigned to and working under the direction of the incumbent.

Senior Building Maintenance Workers are assigned technical tasks, projects, or a specialty area requiring the incumbent to determine how to do the job, acquire materials and complete the project with minimal supervision.

Building Maintenance Workers are assigned a variety of routine tasks, assists other staff in doing maintenance tasks, or works under close supervision.

Building Maintenance Supervisors supervises building maintenance staff which includes interviewing, hiring, training, assigning tasks, and doing performance appraisals.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Serves as a lead worker/crew leader to ensure operations are maintained.
 - a. Provides work direction to permanently assigned staff on maintenance projects.
 - b. Determines alternative methods to complete work orders.
 - c. Assigns work orders and inspects completed projects of assigned staff.
 - d. Assists in training employees, students, seasonal employees, and trustees in the efficiency, safety, and use of equipment and materials.
 - e. Prepares requisitions to obtain materials and equipment.
 - f. Provides input in the selection of new employees and provides written comments on staff performance.
 - g. Serves as the supervisor in their absence.

2. Repairs or replaces heating, ventilation, air conditioning equipment, plumbing, physical structures, locking, electrical, and wiring systems to ensure the safe and continued operation of the building or facility.
 - a. Performs predictive and preventive maintenance on HVAC systems such as calibrating thermostats, doing vibration tests, lubricating, and making adjustments.
 - b. Installs individual components; modifies, maintains, repairs, and overhauls refrigeration equipment, environmental chambers, air conditioning and heating system equipment, and associated controls.
 - c. Tests systems using ammeters, thermometers, and pressure gauges.
 - d. Inspects, adjusts, and repairs buildings, equipment, utility distribution systems, and

- central heating or cooling equipment.
 - e. Performs plumbing maintenance duties such as repairing broken sewer, steam or water lines, and replacing leaking valves and pipes.
 - f. Installs plumbing fixtures such as showers, toilets, urinals, sinks, bathtubs, fountains, sump pumps, hose bibs, and water heaters.
 - g. Installs and repairs steam traps, solders leaky radiators, and repairs fans, nozzles and chains on equipment such as commercial dish washing machines, steam kettles, and pressure steamers.
 - h. Installs electrical panels, breakers, and other equipment in the panel to provide power to electrical systems and equipment.
 - i. Rewires electrical circuits by pulling wires, bending and placing conduit, installing outlet boxes and wiring in switches, outlets, lights, fans or other electrical equipment or fixtures.
 - j. Troubleshoots electrical control circuitry to find and correct shorts or other problems.
4. Performs preventive maintenance inspections for defective or worn parts, equipment or structures to ensure continued and safe operations.
 - a. Maintains a preventive maintenance program for a department or institution.
 - b. Establishes maintenance intervals, schedules, and procedures.
 5. Builds or remodels the interior and exterior of buildings to meet the required maintenance needs of the facility.
 - a. Constructs interior walls by reviewing plans, measuring, cutting, and nailing framed walls; measuring, cutting, and attaching sheetrock to the walls; taping seams; and applying texture, paint, wallpaper or paneling.
 - b. Sets grades for footings, floors, and building elevations with a transit.
 - c. Designs and builds cabinets, desks, sneeze guards, bulletin boards, shelves or book cases by designing the item or reviewing plans, selecting materials, taking measurements, and constructing and finishing the item.
 - d. Performs precision painting with cloth, brush, sponge, and fingers to create special effects.
 - e. Mixes paint using pigments, oils, thinning, and drying substances.
 6. Completes reports and records to provide or verify costs associated with the completion of tasks.
 - a. Accounts for equipment, tools and supplies and verifies the disbursement of items and supplies.
 - b. Completes written work orders by ensuring the listing of materials, parts, and labor used on the job.
 - c. Maintains tools and equipment in working condition by keeping them cleaned, oiled, and sharpened.
 - d. Inspects the work of contractors to see if projects are completed according to the terms of the contract.
 - e. Designs and estimates costs for projects and ensures applicable codes will be met.
 7. Performs other work as assigned.

D. Reporting Relationships:

Directs the activities of a permanently assigned crew comprised of other building maintenance workers, students, inmates, trustees, temporary, and seasonal employees.

E. Challenges:

Challenged to ensure the quality of work performed by a permanently assigned crew and completing assigned projects within acceptable timeframes and to eliminate call backs. This is difficult due to the varying abilities and skills of the crew and the continuous maintenance needs of the building, facility, and equipment.

Typical problems include directing the activities of an assigned crew, organizing jobs, coordinating material and equipment use, assigning projects to subordinates based upon their abilities, scheduling preventive maintenance projects, ensuring compliance with regulations or codes, maintaining safety standards, planning the flow of work with inexperienced workers, keeping systems active while replacing or repairing part of the system, coordinating with other projects for materials and tools, meeting deadlines, determining the cause of malfunctions and the method to correct or repair them, adapting materials for jobs, and structural and design changes from the original plans or design.

F. Decision-making Authority:

Directs the activities of a permanently assigned crew; whether the performance of assigned maintenance workers is acceptable, if their crew needs additional training; recommending the need for disciplinary action; the service intervals of building equipment; required maintenance procedures of buildings, equipment or facilities; where to get materials for a job; how to assign and schedule projects; how to design and complete construction projects; dimensions and designs necessary to fit existing areas; installation procedures; types of tools to use on projects; priority of jobs to be done; how to estimate jobs or repairs; and how to replace fixtures or equipment.

Decisions referred to a superior include whether to replace or repair building equipment; whether parts, supplies or equipment over approved costs will be purchased; complex designs and specifications; major changes needed to complete projects; assignment of personnel to tasks; resolution of personnel or project problems; priority of special projects or emergency repairs; final decision in preventive maintenance scheduling; cost estimates for budgetary purposes; and the need for special tools or equipment.

G. Contact with Others:

Daily contact with other maintenance staff to coordinate projects or tasks; with other department or institution staff in the completion of tasks; with contractors and vendors on quality control or the dates of delivery of materials, parts or equipment; and with personnel from other agencies to give or receive information.

H. Working Conditions:

Tasks require prolonged standing, bending, and working in cramped areas, on roofs, and from ladders or scaffolding. Incumbents are subject to muscle strain, exposure to inclement weather, possible injuries from hand or power tools, and may be exposed to dangers associated with electricity, natural gas fumes, sharp blades or rotating devices, and high pressure steam lines.

I. Knowledge, Skills and Abilities:

Knowledge of:

- the methods and practices of general building or facility maintenance;
- building construction;
- tools and equipment associated with the tasks of the position;
- the specific trade area associated with the duties of the position.

Ability to:

- communicate information clearly and concisely;
- establish timetables for projects;
- follow instructions;
- direct the activities of others;
- deal tactfully with others;
- complete delegated tasks;
- read and understand blueprints and drawings;
- operate required tools and equipment;
- lift 50 pounds or more;
- work from ladders; scaffolding; or in confined areas.

J. Licensure and Certification:

Some positions may require possession of or the ability to obtain a valid driver's license. Some positions may require a license or certification in a specific area or trade.