

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Building Maintenance Specialist**

**Class Code: 61045**  
**Pay Grade: GI**

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### **A. Purpose:**

Maintains or installs controls/automated building energy management systems, mechanical systems, finish carpentry, plumbing or electrical systems in good operating condition, performing necessary repairs and supervises and participates in planning, altering, and installing new systems in a complex of buildings.

### **B. Distinguishing Feature:**

The Building Maintenance Specialist is a licensed electrician or plumber, or has received technical vocational training in heating, ventilation, air conditioning, automated building energy management systems, or finish carpentry. There is only a Building Maintenance Specialist in the area of controls/building management systems, mechanical systems, carpentry, plumbing or electrical systems for a facility or complex.

Building Maintenance Workers are assigned a variety of routine tasks, assist other staff in performing maintenance, or work under close supervision.

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

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

Building Maintenance Supervisors supervise 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 that may be found in positions of this class.)*

1. Locates problems, determines appropriate procedures, and makes repairs or adjustments on controls/building management systems, mechanical systems, electrical systems, or plumbing to ensure the disabled unit/system returns to operation in a cost effective and timely manner.
2. Schedules and conducts inspections and tests to monitor proper functioning and administers any maintenance required to reduce the need for repair or replacement of equipment.
3. Consults with administrative personnel and prepares plans in conjunction with new construction to ensure that systems meet the building's complex needs and comply with existing standards and codes.

4. Supervises and participates in the installation of major systems or projects in coordination with other disciplines to ensure quality and timely operation of systems which meet the needs of the building staff and administrative goals.
5. Reviews and monitors construction plans and existing structures for compliance with local and state building codes.
6. May supervise subordinates to ensure operations run smoothly.
  - a. Conducts interviews and recommends the selection of staff.
  - b. Provides training and work direction.
  - c. Approves leave requests.
  - d. Addresses staff problems and recommends disciplinary actions.
  - a. Conducts performance reviews and completes performance documents.
7. Performs other work as assigned.

**D. Reporting Relationships:**

Reports to a physical plant manager or administrator. May supervise building maintenance workers.

**E. Challenges and Problems:**

Challenged to develop and implement a schedule of preventive maintenance on existing systems. This is difficult because of the need to ensure continuous operation and to minimize overall repair costs.

Typical problems include coordinating repairs, alteration, or installation with building operations routines or with new construction work; planning layouts for new systems that meet a building's complex needs and comply with local, state, and federal regulations; directing the work of subordinates to ensure the quality of work and compliance with departmental and governmental standards; and provide valid and pertinent input and advice to administration or other state agencies regarding new or revised systems.

**F. Decision-making Authority:**

Decisions made include determining the nature, damage potential and priority of repair problems; coordinating and scheduling system alterations and repairs; determining the appropriate procedures, techniques, materials, and equipment to use; assigning duties to other workers on a project; and decisions concerning compliance with or violation of applicable codes.

Decisions referred include determining or approving remodeling plans, approving project funding, setting time frames on major projects, and determining whether to refer special applications or installations to the state board for final decision on a project's compliance with codes. Administrative personnel determine or approve remodeling area and plan, approve project funding, set time frames on major projects, and determine whether to refer special applications or installations to the state board for final decision on a project's compliance with codes.

### **G. Contact with Others:**

Daily contact with building maintenance workers to discuss the nature of repair work and to notify them of maintenance repair schedules and with clerical staff to receive service call information, weekly contact with a draftsman to obtain or review new systems designs or plans and with an inventory control clerk to order materials, and frequent contact with the state engineer's office to discuss and resolve more complex problems.

### **H. Working Conditions:**

The position works in all areas of a major building complex and must be able to do physical work, including lifting and climbing. The position also works with potentially dangerous commercial tools and equipment in installing, maintaining, and repairing systems. Electrocution or shock are potential hazards.

### **I. Knowledge, Skills, and Abilities:**

Knowledge of:

- local, state, and federal building codes;
- appropriate installation and repair techniques;
- electrical and mechanical engineering and design;
- the functions of various electrical, HVAC, and plumbing systems.

Ability to:

- read and follow blueprints;
- interpret technical specifications and regulations;
- operate the necessary tools of the trade;
- supervise;
- communicate information clearly and concisely;
- deal tactfully and work effectively with others.

### **J. Licensure and Certification:**

Some positions may require a license or certification in a specific area or trade.