

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Building Manager

Class Code: 80134

Pay Grade: GE

A. Purpose:

Instructs, monitors and assists in the cleaning of state buildings and performs minor maintenance repair to maintain sanitary conditions and enhance the appearance of the buildings.

B. Distinguishing Feature:

The Building Manager is responsible for a group of custodial workers and/or trustees at designated state buildings and performs minor maintenance repair work that does not require a licensed or technical expert.

The Building Manager Supervisor is responsible for supervising Building Managers, Custodial Workers and trustees in the cleaning and minor maintenance repair of state buildings.

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. Supervises subordinates by training new employees, arranging schedules, assigning work areas and inspecting work to ensure all buildings meet sanitary regulations and enhance the appearance of the building.
2. Orders and maintains an inventory of cleaning supplies and maintenance equipment to ensure availability when needed and that expenditures do not exceed the budgeted amount.
3. Performs minor carpentry work on building maintenance projects to complete routine or low priority projects.
 - a. Repairs woodwork dings and scratches.
 - b. Fixes loose wallpaper and performs paint and stain touchups.
 - c. Repairs sheetrock dents.
 - d. Hangs pictures, mirrors, bulletin boards, clocks or hand rails and suspended ceilings.
4. Performs minor plumbing projects to maintain plumbing systems for the building.
 - a. Repairs or replaces plumbing fixtures and water or steam pipes.
 - b. Unplugs sinks, drains, and toilets.
 - c. Cleans traps and pipes mechanically or chemically.
5. Performs minor electrical tasks to ensure the continued and safe operation of electrical systems.
 - a. Repairs or replaces lights, switches, and outlets.
 - b. Replaces fuses, light bulbs, fluorescent tubes, and ballasts.
 - c. Replaces belts, motors, and bearings on appliances.
6. Maintains the outside parameters of the buildings to make areas accessible to the public and enhance the appearance of the building.
 - a. Removes ice and snow from sidewalks leading into the building.
 - b. Removes debris found outside building.
7. Assists in the cleaning of buildings by dusting, scrubbing and waxing floors, vacuuming

carpets and washing windows and walls to ensure the buildings meet sanitary regulations.

8. Monitors buildings to ensure personal property safety.
 - a. Checks buildings for unlocked doors and windows; unauthorized visitors; vandalism; fire and other hazardous conditions.
 - b. Reports security problems and hazardous conditions.
 - c. Provides information and assistance to the public.
 - d. Escorts unauthorized visitors from the premises.
7. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Building Manager Supervisor. Supervises Custodial Workers and trustees.

E. Challenges and Problems:

Challenged to maintain the buildings by repairing minor building maintenance projects; arranging a schedule for subordinates that include weekend and evening hours in order to get the assigned areas cleaned; training employees in effective and efficient cleaning methods; and arranging work schedules to compensate for absent employees and special events.

Problems include ensuring subordinates come to work on time and perform their assigned duties; providing maintenance on old buildings that are in need of constant repair; and responding to the immediate needs of the building or individuals using the building.

F. Decision-making Authority:

Decisions include setting schedules for subordinates; designating work areas for subordinates; selecting the best time to perform major cleaning and repair projects; ordering cleaning supplies and maintenance equipment; determining if subordinates' work meet an acceptable standard; what minor repairs need to be made to the building; prioritizing the repairs; reporting and preparing work orders for repairs requiring a licensed or technical expert; and determining the tools or equipment necessary to perform the repairs.

Decisions referred are equipment purchases, transferring of a subordinate, disciplinary action of a subordinate, and major repairs that require a licensed or technical expert.

G. Contact with Others:

Daily contact with subordinates to give instructions and monitor their work; and weekly contact with supervisor to discuss any problems that need to be resolved.

H. Working Conditions:

Incumbents work involves hazards such as slipping on wet floors; falling from ladders; possible back strain from lifting and moving heavy equipment, trash and furniture; exposure to chemicals used to clean and disinfect; and possible injuries from hand or power tools.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- building cleaning techniques;
- proper use of cleaning equipment and supplies;
- routine carpentry, electrical, plumbing and maintenance work.

Ability to:

- establish and maintain effective supervisory relationships;
- plan and schedule work;
- operate and repair cleaning equipment;
- perform heavy lifting and physical labor;
- use a variety of hand and power tools;
- work from ladders.