

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Building Maintenance Worker**

**Class Code: 80211  
Pay Grade: GD**

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### **A. Purpose:**

Performs semi-skilled building maintenance tasks as assigned in areas such as rough carpentry, painting, plumbing, electrical, locksmith, refrigeration, heating, ventilation, and air conditioning to assist in the maintenance, repair, and operating needs of the facility.

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

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, 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 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 reviews.

### **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. Provides physical labor on a variety of routine building maintenance projects to complete assigned projects.
  - a. Transports materials, unloads, and places materials at the work site.
  - b. Performs semi-skilled labor on a variety of building maintenance projects using hand or power tools.
  - c. Mixes and pours concrete for repairs to include sidewalks, approaches, steps or floors.
  - d. Hangs pictures, mirrors, bulletin boards, clocks or hand rails, and suspended ceilings.
  - e. Installs curtain and shower rods, doors stops, door closures, knobs, hinges, and locks.
  - f. Provides general construction assistance by preparing sites for concrete, operating a jack-hammer, back filling and compacting dirt, and cleaning up work sites or areas.
  - g. Upholsters furniture.
  - h. Installs and repairs smoke detectors and tests and refills fire extinguishers.
  - i. May serve as a certified asbestos removal worker on small projects.
  - j. Applies or repairs ceramic and plastic tiles and lays linoleum and carpet.
2. Inspects defective or worn parts and lubricates gears, bearings, pulleys, other parts, machinery, and equipment to ensure its continued operation.
  - a. Greases, oils, and changes filters and belts on heating, cooling, and refrigeration equipment.
  - b. Cleans coils on air conditioning units.
  - c. Removes, lubricates, cleans, and installs window air conditioners.
  - d. Repairs or replaces room thermostats and room heat detectors.

- e. Installs fabricated duct work.
  - f. Repairs locks and locking mechanisms and cuts keys using codes and a key cutter.
3. Prepares surfaces for finishing to provide an acceptable finish to the item or area.
    - a. May mix paint using a color machine and/or charts.
    - b. Prepares surfaces for finishing by sanding and/or cleaning.
    - c. Applies paint, varnish, and other finishes to buildings, cabinets, desks, shelves, and other items or structures.
    - d. Sprays texture on walls and ceilings.
  4. Assists with plumbing projects to maintain plumbing systems for the facility.
    - a. Carries and places pipes and lines as directed.
    - b. Repairs or replaces plumbing fixtures and water or steam pipes.
    - c. Unplugs sinks, drains, and toilets.
    - d. Cleans traps and pipes mechanically or chemically.
    - e. Digs trenches by hand or with a backhoe.
  5. Assists in the completion of electrical tasks to ensure the continued and safe operation of electrical systems.
    - a. Repairs or replaces lights, switches, and outlets.
    - b. Measures and cuts conduit and runs wires through the conduit.
    - c. Replaces fuses, light bulbs, fluorescent tubes, and ballast.
    - d. Replaces belts, motors, and bearings on appliances.
    - e. Replaces small 110 volt electric motors.
  6. Assists with carpentry projects to complete assigned projects.
    - a. Repairs or replaces broken doors, windows, screens, and ceiling tiles.
    - b. Installs fabricated cabinets and plastic laminated surfaces.
    - c. Measures, cuts, and nails lumber, sheetrock, and paneling.
    - d. Repairs roofs by replacing shingles or applying other roofing materials.
  7. Performs other work as assigned.

**D. Reporting Relationships:**

May direct the work of students, inmates, trustees, temporary, and seasonal employees on specific assignments.

**E. Challenges:**

Challenged to keep up with work orders and routine jobs while being able to respond to emergency situations. This is difficult because of the need to mix a variety of duties to complete all assigned tasks.

Typical problems include making repairs while other staff are using the machine or are working in the area, repairing older equipment when parts are no longer available, maintaining appropriate paperwork, and making repairs quickly to eliminate down-time.

#### **F. Decision-making Authority:**

Determining the tools or equipment necessary to complete work assignments, minor systems checks and repairs, and the substitution of materials when appropriate.

Decisions referred to a superior include the priority of tasks, purchase of materials, whether to replace or repair, who the incumbent will work with, what to do with equipment problems, how to deal with problems with seasonal employees or trustees, special task designs, and if projects are completed satisfactorily.

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

Daily contact with facility personnel while completing work projects.

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

Tasks require prolonged standing, bending, and working in cramped areas and working on roofs, from ladders, and on scaffolding. 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 and facility maintenance;
- building construction;
- tools and equipment associated with the tasks of the position;
- the specific trade area associated with the position.

Ability to:

- communicate information clearly and concisely;
- use a variety of hand and power tools;
- follow instructions;
- lift 50 pounds or more;
- work from ladders, scaffolding, or in confined areas.

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

Some positions may require the possession of or the ability to obtain a valid driver's license.