

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Senior Building Maintenance Worker

Class Code: 80212

Pay Grade: GE

A. Purpose:

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

B. Distinguishing Feature:

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 under the direction of the incumbent.

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

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

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. Performs preventive maintenance inspections on parts, equipment and structures to ensure continued and safe operations.
 - a. Establishes and monitors maintenance intervals, schedules, and procedures.
 - b. Winterizes seasonal buildings in the fall and re-energizes the building and its utility systems in the spring.
 - c. Maintains tools and equipment in working condition by keeping them cleaned, oiled, and sharpened.
2. Performs predictive and preventive maintenance on HVAC systems to ensure the continued operation of heating, ventilation and air conditioning equipment.
 - a. Inspects and lubricates gears, bearings, and pulleys.
 - b. Calibrates thermostats, performs vibration tests, and makes adjustments.
 - c. Installs individual components and modifies, maintains, repairs, and overhauls refrigeration equipment, environmental chambers, air conditioning and heating system equipment, and associated controls.
 - d. Tests systems using ammeters, thermometers, and pressure gauges.
 - e. Inspects, adjusts, and repairs buildings, equipment, utility distribution systems, and central heating or cooling equipment.
 - f. Repairs steam radiators and air handling units by replacing valves, air lines, controls, thermostats, and circulation pumps.
 - g. Maintains air conditioning units by adding coolant, cleaning coils, replacing filters, and adjusting controls.

- h. Repairs or replaces air handling unit pneumatic control panels.
3. Repairs or replaces plumbing lines and fixtures in buildings or facilities to ensure continued, safe, and sanitary operations.
 - a. Repairs broken sewer, steam, or water lines, and replaces leaking valves and pipes.
 - b. Installs plumbing fixtures such as showers, toilets, urinals, sinks, bathtubs, fountains, sump pumps, hose bibs, and water heaters.
 - c. Installs and repairs steam traps, repairs or replaces leaky radiators, and repairs fans, nozzles and chains on equipment such as commercial dish washing machines, steam kettles, and pressure steamers.
 - d. Repairs or replaces individual room water heater valve bodies and installs single room radiators.
 - e. Measures, cuts, and installs appropriate pipes, fittings, and valves.
 - f. Repairs large waste, air, and steam valves by packing and rebuilding.
 - g. Installs, operates, and maintains water and wastewater treatment systems in compliance with EPA regulations.
 - h. Takes samples, runs tests, and records results such as temperature, dissolved oxygen, pH and turbidity.
 - i. Submits samples to a laboratory for analyses.
 - j. Makes chemical and equipment adjustments to water and wastewater treatment systems based on test results.
 4. Installs new or replaces damaged or worn electrical wiring or fixtures in buildings to maintain safe and continued operation of the facility.
 - a. Installs electrical panels, breakers, and other equipment in the panel to provide power to electrical systems and equipment.
 - b. 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.
 - c. Troubleshoots electrical control circuitry to find and correct shorts or other problems.
 - d. Repairs and installs large three-phase electric motors.
 - e. Repairs power outages by replacing transformers and burned out parts.
 - f. Repairs door controls on elevators.
 - g. Inspects, installs, and repairs fire alarm equipment systems such as heat detectors, pull stations, emergency lights, and horns.
 - h. Installs and repairs security surveillance equipment such as cameras, motion detectors, electronic locks, and security control panels.
 5. Builds or remodels the interior and exterior of buildings to meet the required maintenance needs of the facility and complete work orders.
 - a. Constructs interior walls by reading plans or blueprints, 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.
 - c. Designs and builds cabinets, desks, sneeze guards, bulletin boards, shelves or book cases.
 - i. Takes measurements and designs the item or reviews existing plans.
 - ii. Selects materials.
 - d. Fabricates and installs countertops.
 - e. Cuts, fits, and installs mill work.

- f. Hangs or removes doors and repairs or replaces windows.
 - g. Performs precision painting with cloth, brush, sponge, and fingers to create special effects.
 - h. Designs, lays out, and paints signs.
 - i. Mixes paint using pigments, oils, thinning, and drying substances.
6. Completes required reports and records to provide or verify costs associated with the completion of tasks and to account for activities.
 - a. Accounts for equipment, tools, and supplies and verifies their distribution.
 - b. Completes written work orders by listing materials, parts, and labor used on the job.
 - c. Designs and estimates costs for projects and ensures applicable codes will be met.
 7. May direct and plan the activities of other building maintenance workers, trustees, temporary or seasonal employees, and others engaged in maintenance duties or activities at the facility to ensure assigned projects are completed accurately, timely, and within cost parameters.
 - a. Delegates tasks.
 - b. Checks on progress.
 8. Completes general maintenance duties to ensure the safe and continued operation of the facility.
 - a. Inspects the work of contractors to see if projects are completed according to the terms of the contract.
 - b. Performs asbestos removal duties as a supervisor or contractor certified to do small projects.
 - c. Designs, implements, records, and maintains a great grand master key system.
 - d. Changes combinations and makes repairs on various makes and models of safes.
 - e. Repairs and installs all types of hardware pertaining to doors and locking systems.
 - f. Maintains multiplex master keying, split pin master keying, and master ring master keying systems.
 - g. Maintains electronic and push button locking systems.
 9. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Building Maintenance Supervisor. May assign and direct the tasks of and train other maintenance workers, students, inmates, trustees or temporary and seasonal employees for the duration of a project.

E. Challenges:

Challenged in operating, maintaining, and repairing facilities and associated equipment to ensure its continued and safe operation. This is difficult due to limited budgets and the age or serviceability of buildings and equipment.

Typical problems include scheduling preventive maintenance projects, complying 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 methods to correct or repair them, adapting materials for jobs, and structural and design changes from the original plans or design.

F. Decision-making Authority:

Decisions made include 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 use assigned help; 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.