

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Facility Worker

Class Code: 80214
Pay Grade: GC

A. Purpose:

Performs routine building and equipment maintenance, grounds keeping, custodial, and security duties to ensure the overall maintenance and security of a facility and surrounding grounds.

B. Distinguishing Feature:

Facility Workers are solely responsible for performing building and equipment maintenance, grounds keeping, custodial, and security duties at stand-alone facilities.

Custodial Workers perform a variety of janitorial duties assigned on a daily basis.

Building Managers instruct and monitor a group of employees in the cleaning and routine maintenance 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. Performs routine building maintenance projects to maintain a facility.
 - a. Performs semi-skilled labor on a variety of building maintenance projects using hand or power tools.
 - b. Mixes and pours concrete for repairs to include sidewalks, approaches, steps, or floors.
 - c. Hangs pictures, mirrors, bulletin boards, clocks, handrails, and suspended ceilings.
 - d. Installs curtain and shower rods, doors stops, door closures, knobs, hinges, and locks.
 - e. Installs and repairs smoke detectors and checks or tests fire extinguishers.
 - f. 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. 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. Prepares surfaces for finishing by sanding and/or cleaning.
 - b. Applies paint, varnish, and other finishes to buildings, cabinets, desks, shelves, and other items or structures.
 - c. Applies texture on walls and ceilings.
4. Assists with plumbing projects to maintain a facility's plumbing system.
 - 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. 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. Replaces fuses, light bulbs, fluorescent tubes, and ballasts.
 - c. Replaces belts, motors, and bearings on appliances.

6. Maintains grounds to enhance and properly maintain property.
 - a. Mows lawns and fields.
 - b. Cuts and lays sod.
 - c. Plants, cultivates, and trims plants, lawns, shrubs, flowers, and trees.
 - d. Operates maintenance vehicles and equipment including lawn mowers, power sweepers, tractors, various power and hand tools, and related equipment.
 - e. Sets up equipment for special events.
 - f. Builds and maintains landscaping.
 - g. Mixes and applies chemicals such as pesticides, fertilizers, and herbicides.
 - h. Removes ice, snow, and debris from sidewalks, streets, and grounds to make areas accessible to the public and to ensure safe operations.

7. Performs custodial duties to provide a clean and sanitary facility.
 - a. Cleans and sanitizes restrooms.
 - b. Scrubs, mops, waxes, and polishes floors using dry and wet mops, wax applicators, and buffers.
 - c. Vacuums and shampoos carpets.
 - d. Dusts and washes walls, woodwork, ceilings, and windows.
 - e. Collects and removes refuse from offices and buildings.
 - f. Moves, lifts, carries, and arranges furniture, equipment, and other objects.

8. Patrols and monitors buildings and grounds to ensure personal and property safety.
 - a. Checks buildings for unlocked doors and windows; unauthorized visitors; vandalism; fire and other hazardous conditions; and the proper operation of pumps, motors, and compressors.
 - b. Reports security problems and hazardous conditions.
 - c. Provides information and assistance to the public.
 - d. Escorts unauthorized visitors from grounds.

9. Performs other work as assigned.

D. Reporting Relationships:

Typically does not supervise but may assist with training or provide work direction to others.

E. Challenges and Problems:

Challenged to maintain a facility. This is difficult due to the variety of duties required.

Typical problems include performing maintenance on old facilities that are in need of constant repair and responding to the immediate needs of the facility or people using the facility.

F. Decision-making Authority:

Decisions made include prioritizing duties and the repairs to be completed.

Decisions referred include major repairs or projects and budget issues.

G. Contact with Others:

Daily contact with facility employees, other agencies, and the public to discuss and coordinate maintenance projects, to provide information, and to discuss use of the facility and its equipment.

H. Working Conditions:

Duties require heavy lifting and the operation of equipment and vehicles. Works outdoors in all types of weather to maintain the facility and associated grounds.

I. Knowledge, Skills and Abilities:

Knowledge of:

- heating and cooling systems, electrical, and plumbing maintenance work;
- custodial and grounds maintenance duties;
- security procedures.

Ability to:

- follow directions;
- operate required equipment;
- perform heavy lifting and physical labor;
- operate a variety of motorized vehicles;
- use a variety of hand and power tools;
- work from ladders and scaffolding;
- deal courteously with the public;
- work outdoors.

J. Certification and Licensure:

May be required to possess or have the ability to obtain a valid driver license.