

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Military Facility Worker**

**Class Code: 080241**

**Pay Grade: GD**

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### **A. Purpose:**

Performs routine and preventive building and equipment maintenance, grounds keeping, and custodial duties to ensure the overall maintenance and continued operation of an armory complex and the surrounding grounds.

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

Military Facility Workers are solely responsible for performing building and equipment maintenance, grounds keeping, and custodial duties at armories or armory complexes.

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

Groundskeepers are responsible for the general care and maintenance of lawns, nurseries, rest areas, greenhouses, athletic fields, trees, flowers, shrubs, streets, sidewalks, and operate related equipment.

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

Security Officers typically work alone on a shift and are responsible for issuing parking tickets and securing buildings and grounds on foot or by car patrol.

### **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 physical labor on a variety of routine building maintenance projects to complete assigned projects.
  - 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, hand rails, and suspended ceilings.
  - d. Installs curtain and shower rods, door stops, door closures, knobs, hinges, and locks.
  - e. Installs and repairs smoke detectors and checks or tests fire extinguishers and fire alarms.
  - f. Applies or repairs ceramic and plastic tiles and lays linoleum and carpet.
2. Performs preventive maintenance on heating and cooling systems, equipment, and machinery to ensure its continued operation.
  - a. Monitors heating and cooling environmental systems.
  - b. Troubleshoots, greases, oils, and changes filters and belts on heating, cooling, and refrigeration equipment.
  - c. Repairs and cleans boiler heating systems.
  - d. Cleans coils on air conditioning units.
  - e. Inspects and performs minor maintenance on tractors, snow blowers, mowers and other machinery.
  - f. Removes, lubricates, cleans, and installs window air conditioners.
  - g. Repairs or replaces room thermostats and room heat detectors.
  - h. Repairs and replaces locks and locking mechanisms and cuts keys using codes and a key cutter.
  - i. Maintains an inventory list of equipment, tools, and machinery.
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, walls, cabinets, desks, shelves, and other items or structures.
  - c. Applies texture to walls and ceilings.
4. Performs minor plumbing repairs to maintain plumbing systems for the facility.
  - 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 interior and exterior lights, switches, and outlets.
  - b. Replaces fuses, motion sensors, light bulbs, fluorescent tubes, and ballast.
  - c. Replaces belts, motors, and bearings on appliances.
6. Maintains grounds to enhance and properly maintain property.
  - a. Mows lawns, training areas, and firearm ranges.
  - b. Cuts and lays sod.
  - c. Plants, cultivates, and trims plants, lawns, shrubs, flowers, and trees.
  - d. Operates lawn mowers, snow blowers, skid steers, power sweepers, tractors, various power and hand tools, and related equipment.
  - e. Maintains permanent underground sprinkler systems or sets up temporary above ground sprinklers for watering.
  - f. Sets up equipment and cleans and prepares the facility for annual training or special events.
  - g. May operate a dump truck or other specialized vehicles and equipment.
  - h. Builds and maintains landscaping.
  - i. Mixes and applies chemicals such as cleaning solutions, pesticides, fertilizers, and herbicides.
  - j. Repairs and mends perimeter and motor pool fencing.
  - k. 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 and recyclables from offices and buildings.
  - f. Moves, lifts, carries, and arranges furniture, equipment, and other objects.
  - g. Directs the work of Department of Corrections inmates and community volunteers.
  - h. Orders supplies.
8. Monitors buildings and grounds to ensure personnel 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.
9. Solicits bids from local contractors for infrastructure repairs, equipment replacement, and facility improvement projects.
  - a. Contacts local contractors to arrange work completion.
  - b. Assists local contractors in the completion of projects.
10. Performs other work as assigned.

**D. Reporting Relationships:**

Reports to a Building Maintenance Supervisor or a Facility Program Manager.

**E. Challenges and Problems:**

Challenged to maintain the overall interior and exterior appearance of an armory at an acceptable level. This is difficult due to the variety of maintenance and cleaning duties required.

Typical problems include performing maintenance and cleaning duties for aged armories that are in need of constant repair and responding to the immediate needs of the armory or individuals 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 National Guard members, state employees, local contractors, other agencies, and the public to discuss and coordinate maintenance projects, cleaning schedules, use of the armory and its equipment, and to provide general information regarding the armory.

**H. Working Conditions:**

Duties are performed in an armory which requires heavy lifting, possible exposure to hazardous chemicals, and the operation and maintenance of equipment and vehicles. Works outdoors in all types of weather to maintain the armory and associated grounds.

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

Knowledge of:

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

Ability to:

- follow directions;
- operate computers;
- 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:**

Required to possess or have the ability to obtain a valid driver's License, a military operator's permit, and the ability to pass a background check to obtain a Common Access Card.