

## **POSITION DESCRIPTION**

### **Public Buildings Superintendent**

#### **GENERAL PURPOSE**

Employee is responsible for procedures, routine and preventive maintenance, and other related operational duties with an emphasis on the organization, coordination, and management of all aspects for general upkeep of City owned Buildings .

#### **SUPERVISION RECEIVED**

Employee works under the general direction of the Public Work's Director.

#### **SUPERVISION EXERCISED**

Employee supervises all maintenance, repairs, and improvements to City owned buildings and may, upon authorization, utilize additional city staff to perform maintenance, repairs, or improvements.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Must have working knowledge and be capable of maintaining and operating all City building and related technology.

Plans, performs, and coordinates work on a daily and weekly basis for all aspects of the Buildings Division of Public Works.

Maintains inventory of items needed and used for the repairs and maintenance of all public buildings including the housekeeping/janitorial inventory.

Assists with planning and budgeting needs for public buildings.

Acts as lead staff for the coordination of monitoring, servicing and maintaining all City of Deadwood security systems, door locking systems, fire alarm systems, camera systems, sound systems, and video production systems as it relates to public facilities.

Ensures that adequate preventive and routine maintenance items are in place and completed for the Buildings Division of Public Works.

Complies with all safety rules and regulations set forth by local, state, and federal rules and regulations.

Schedules building maintenance as needed.

Cooperates and assists other city departments as needed.

Conducts other duties as needed or assigned.

### **DESIRED MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE**

Must have a high school diploma or a GED equivalent.

Must have a minimum of two years of post-high school education or on the job training that applies to the general job description

A minimum of two (2) years' experience in the general maintenance of facilities.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

Must have a working knowledge in mechanical and carpentry repairs.

Must be able to plan, organize, delegate, and instruct contractors and employees when work is contract or assistance is required to complete a job or project.

Must be able to perform the upkeep of the city's facilities which include HVAC systems, and infrastructure inside and out.

### **SPECIAL REQUIREMENTS**

Must have a valid South Dakota driver's license.

### **TOOLS AND EQUIPMENT USED**

Heavy equipment and machinery, hand tools, specialty maintenance equipment, computer, welder, power tools, and various electrical meters.

### **PHYSICAL DEMANDS**

The physical demands described here are respectively those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to sit for a period of time. The employee must be able to lift or move 75 pounds. Specific vision abilities required for this job include close, distant, color, peripheral vision, depth perception and ability to focus.

### **WORK ENVIRONMENT**

Lighting: natural or fluorescent

Space: large, open spaces or small spaces for repairs

Temperature: extreme hot or cold temperatures may be encountered

Flooring: concrete, dirt, gravel, snow, ice, grass, etc.

Lifting: frequently up to 75 pounds

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works outside in all types of weather conditions and is exposed to wet, hot, humid, cold conditions, fumes or certain airborne particles. The employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate to noisy.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interviews and reference check; job related test may be required.

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **FUNCTIONAL JOB DESCRIPTIONS**

DATE: \_\_\_\_\_

Position: \_\_\_\_\_ Public Buildings/IT Superintendent \_\_\_\_\_

Employee Name: \_\_\_\_\_

Physician Approval: \_\_\_\_\_

Date Developed: 12/21/20 Revisions: 3/30/22

### PHYSICAL DEMANDS

Note: In terms of an eight hour workday. 8 or 10 hour day. 7 days/wk. Weekends, holidays.

ACTIVITY	HOURS AT ONE TIME	TOTAL IN AN 8 – 10 HOUR DAY	COMMENTS
Sit	2	6 - 9	
Stand	1	6 - 9	
Walk	1	6 - 9	Uneven surfaces, steps.

Occasionally = 1% - 33%      Frequently = 34% - 66%      Continuously = 67% - 100%

ACTIVITY	NON E	OCCASION AL	FREQUENT LY	CONTINUOUS LY	COMMENTS
Bend/Stoop		X			
Squat		X			
Crawl		X			
Climb		X			
Reach		X			
Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance		X			
Push/Pull		X			

### PHYSICAL DEMANDS

ACTIVITY	MAXIMUM	FREQUENTLY	CONTINUOUSLY	COMMENTS
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Carry (pounds)	75 pounds	50 pounds		
Lift (pounds)	75 pounds	50 pounds		

ACTIVITY	RIGHT	LEFT	COMMENTS
Use of foot controls.	X	X	Operate motor vehicles
Simple hand grasping	X	X	
Firm hand grasping	X	X	
Fine manipulating	X	X	

### SENSORY PERCEPTIONS

ITEM	YES	NO	COMMENTS
Hearing: Less than 40db loss @ 500 Hz, 1000 Hz, and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on machined parts.	X		
Color Perception	X		.
Depth Perception	X		
Less than arm's length work.	X		
70 ° field of vision.	X		
Potential Safety hazard.	X		
Requires protective clothing or personal protective devices.	X		Gloves, steel toe boots, arm guards, goggles, ear plugs, back braces, hard hats with shields, respirator, chaps.
Correctable vision to 20/40 Near/Far	X		

## ESSENTIAL FUNCTIONS

WORKING CONDITIONS	YES	NO	COMMENTS
Worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.	X		
The worker is subject to outside environmental conditions; no effective protection from weather.	X		
The worker is subject to both environmental conditions; activities occur inside and outside.	X		
Worker is subject to extreme cold, temperatures below 32° for periods of more than one hour.	X		
Worker is subject to extreme heat, temperatures above 100° for periods of more than one hour.	X		
Worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.	X		
Worker is subject to vibration; exposure to oscillating movements of the extremities or whole body.	X		Hand tools, vibratory tools.
Worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals.	X		
Worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation.	X		
Worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.	X		
Worker is subject to scheduled overtime.	X		
Worker is subject to unscheduled overtime.	X		
Worker is subject to emergency situations involving hazards, elements, and limited response time, creating stressful situations.	X		

Worker is subject to night work hours.	X		
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### MENTAL DEMANDS

MENTAL DEMANDS	YES	NO	INTENSITY/COMMENTS
Public Contact:			
Routine	X		
Complaint	X		
Emergency	X		
Handling Conflict	X		
Handling multiple priorities	X		
Make decisions with limited information.	X		
Make non-routine or unexpected judgments.	X		
Operate in absence of clear expectations or procedures.	X		
Operate under short time frames; deadlines	X		
Serious consequences of error.	X		
Use of tact and diplomacy.	X		
Reasoning:			
Apply procedure	X		
Develop new procedure	X		
Information ordering: arrange things or actions in a certain order.	X		
Visualization: imagining how something will work.	X		
Comparison of letters, numbers, or patterns quickly and accurately.	X		
Communication Skills:			
Develop written communications requiring grammar skills.	X		
Interact with customers on an explanatory basis.	X		
Interact with groups of people.	X		
Math Skills:			
Basic skills of addition, subtraction, and multiplication.	X		
Advanced math skills.	X		
Reading Skills:			
Basic instructions material	X		
Technical information	X		
Other			
Other.			

**JOB DESCRIPTION EMPLOYEE AGREEMENT  
for Public Buildings/IT Superintendent**

I, \_\_\_\_\_, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be



performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

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Employee Signature

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Date