



PUBLIC BUILDINGS MAINTENANCE TECHNICIAN

POSITION DESCRIPTION

GENERAL PURPOSE

Employee is responsible for the overall maintenance and repair of all city-owned buildings including the city parking ramp. Employee may also assist the Public Works Department during snow emergencies.

SUPERVISION RECEIVED

Works under the direct supervision of the Street/Public Buildings Superintendent and the Public Works Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include, but are not limited to:

- Maintains and makes repairs to all city buildings.
- Observes safe work practices while performing general maintenance.
- Must take the initiative to make repairs as needed or as submitted by work orders.
- Establishes all maintenance procedures and guidelines for facilities, equipment and systems.
- Observes good public relations when dealing with the public.
- Performs other duties and work as may be required.
- Cooperates with other City departments and assists as needed.
- Will be on call in a rotation based off of number of available employees and will be backup on call list for all alarm and key holder calls.
- Must maintain all certifications and licensing obtained while an employee of the City of Deadwood.

- Other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- High School Diploma or GED equivalent.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Must be self-motivated and a self-starter.
- Must be knowledgeable in basic carpentry, painting, electrical, and plumbing.
- Must have a general understanding of HVAC systems.
- Requires maintenance knowledge and servicing with respect to facilities, buildings, and grounds of the City.
- Must have computer skills and know basic programs such as Excel, Microsoft Word, and Java.

SPECIAL REQUIREMENTS

Two years of commercial building maintenance experience is desired or other mechanical experience.

Must have a valid South Dakota driver's license and must have, or be able to obtain, a Commercial Driver's License within one year of hire.

TOOLS AND EQUIPMENT USED

Basic power and hand tools.

Must have experience in running a skid-steer and other heavy equipment such as aerial lifts and forklifts.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee must be used to walking on different types of terrain and in all types of weather. Must be able to stand for long periods of time in inclement weather.

The employee must be able to sit for a period of time. The employee must be able to lift or move 75 pounds.

WORK ENVIRONMENT

Lighting: natural or fluorescent

Space: large, open spaces or small spaces for repairs

Temperatures: extreme hot or cold temperatures may be encountered

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job.

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 Maintenance Technician

Employee Name: _____

Physician Approval: _____

Date Developed: 05/15/17 Revisions: 9/15/25.

PHYSICAL DEMANDS

Note: In terms of an eight-hour workday.

ACTIVITY	HOURS AT ONE TIME	TOTAL IN AN 8 – 12 HOUR DAY	COMMENTS
Sit	< 1	6	Snow removal.
Stand	< 1	3	
Walk	< 1	1	Uneven surfaces, all weather conditions.

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
Carry (pounds)	75 pounds			
Lift (pounds)	75 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		Goggles, gloves, steel toe boots, arm guards, safety glasses, hearing protection, dust masks, respirators, back supports.

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		
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, dust, mist, 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		

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		

**JOB DESCRIPTION EMPLOYEE AGREEMENT
for PUBLIC BUILDINGS MAINTENANCE TECHNICIAN**

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.

Employee Signature

Date