Pennington County Sheriff’s Office Job Description

Job Title: Building Service Technician I  
Division: Jail, JSC, Care Campus  
Reports To: Building Service Supervisor, Support Captain  
Grade: 9  
FLSA Status: Non-Exempt  
Approved Date: 1/24/12

Job Summary

The Building Service Technician I provides building maintenance through custodial and preventive care. By utilizing the assistance of inmate/client workers, the Building Service Technician is able to maintain the designated facilities according to high standards.

Essential Duties and Responsibilities

- Directing inmate/client workers and contractors in proper methods of care and cleaning inside and outside of the facility
- Cleaning and caring for the facility as directed
- Performing repair tasks such as carpentry, painting, and plumbing
- Performing repairs on hand tools, power tools, and equipment, and addressing simple electrical problems
- Supervising laundry and maintenance work to ensure assigned duties are completed
- Providing input on maintenance budget, both current and future
- Maintaining records relating to the facility care and maintenance
- Monitoring tool and chemical inventory
- Ordering supplies as necessary
- When assigned to JSC, repairing and replacing locks as required
- When assigned to JSC, maintaining audio/visual systems (Honeywell programs)
- Performs other duties as assigned.

Minimum Requirements

- HS Diploma or GED required.
- One year work experience in building maintenance required
- Possession of or ability to readily obtain a valid South Dakota Driver’s License within 90 days of moving to South Dakota.
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Working Environment
The work is typically performed in maintenance facilities and outdoors, occasionally in cold/inclement weather. The employee is frequently exposed to wet/humid conditions, moving mechanical parts and vibrations. This facility is operated 24 hours a day, therefore shift assignments are necessary.

Physical Requirements
The Building Service Technician I is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms and climb or balance. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Pre-Employment/ Internal Promotional Requirements
Applicant will undergo a background investigation and pre-employment drug as outlined in Global Policy 2-23.