



Pennington County Building Service Technician I (Non-Exempt A13)

Position Objective:

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 Functions:

- 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.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- 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.

Working Environment:

The work is performed in an office or correctional facility. The employee may be exposed to machinery with moving parts, contagious or infectious diseases, irritating chemicals, wet conditions and occasionally exposed to outside weather conditions. Work may require the use of protective devices such as masks, goggles, gloves, etc.

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.