



Pennington County  
Building Services Supervisor  
(Non-Exempt B31)

---

**Position Objective:**

The Building Tech III oversees the activities of maintenance staff and inmate workers that provide building maintenance through custodial and preventive care to Pennington County Jail, Juvenile Services Center, and the City/County Alcohol and Drug facilities. By coordinating the work of maintenance staff employees and utilizing the assistance of inmate workers, the Building Tech III ensures the highest standards of maintenance for the Pennington County Sheriff's Office facilities.

**Essential Functions:**

- Directing maintenance staff and inmate workers and contractors in proper methods of care and cleaning inside and outside of the facility.
- Ensuring maintenance staff and assigned inmate workers are properly trained.
- Ensuring that the Jail facility, Juvenile Services Center, and the City/County Alcohol and Drug facilities are cleaned and cared for as expected.
- Conducting a monthly walkthrough of each facility and coordinating maintenance staff resources and providing expertise as a support to each facility.
- Coordinating a work schedule for Jail, Juvenile Services, and City/County Alcohol and Drug maintenance staff that assures appropriate coverage.
- Performing repair tasks such as carpentry, painting, and plumbing.
- Performing repairs on hand tools, power tools, and equipment.
- Overseeing laundry and maintenance work to ensure assigned duties are completed.
- Troubleshooting all difficult equipment matters, including kitchen and laundry, prior to contacting outside repair contractor.
- Overseeing tool and chemical inventory.
- Purchasing maintenance supplies within allotted budget.
- Maintaining records relating to the facility care and maintenance.
- Ensuring that all inmate clothing, bedding, and hygiene items are ordered to maintain Jail inventory.
- Ensuring that supplies are ordered and that clerical staff have the necessary information to provide quarterly and annual inventory reports to Administration.
- Evaluating staff members at least annually.

*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.
- Two years 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 typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee must be exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

**Physical Requirements:**

While performing the duties of this job, the employee 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 10 pounds, frequently 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 Building Tech II perception. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; and vibration. The employee is occasionally exposed to outside weather conditions; extreme cold; extreme heat and risk of electrical shock.