

City of Hot Springs Building Maintenance

POSITION TITLE: City of Hot Springs Building Maintenance

EMPLOYER: City of Hot Springs, 303 N. River Street Hot Springs, SD 57747 605-745-3135

AREA OF EMPLOYMENT: 1145 North River Street, Hot Springs, SD 57747

WORK HOURS/DAYS: Sunday – Saturday, Shifts vary

CLASSIFICATION: Permanent, Full-Time Employee

WAGE: \$13.52 - \$16.90 DOEQ

IMMEDIATE SUPERVISOR: City Maintenance Foreman / Evans Plunge Facility Director

POSITIONS SUPERVISED: n/a

SUMMARY DESCRIPTION

This position is responsible for the overall facility maintenance of Evans Plunge. The Building Maintenance worker will perform a variety of skilled duties at Evans Plunge, which may include light H.V.A.C. work, swimming pool systems, industrial pumps, steam room and sauna maintenance, simple electrical repair and maintenance of other mechanical systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Consult the maintenance log for work orders and requests from Evans Plunge staff (order in which they are addressed is to be determined in accordance with supervisors)
2. Maintain a personal work maintenance log demonstrating work being completed
3. Maintain and repair all fitness, recreation, gym flooring and gym equipment
4. Perform painting, carpentry, minor electrical, dry wall, cement and tile masonry, or other recognized crafts for the purpose of maintaining, repairing or remodeling city owned and operated buildings and facilities
5. Perform routine and specialized swimming pool maintenance for Evans Plunge
6. Effectively and efficiently maintain commercial swimming pool facility, including: decks, electrical, carpentry, tile, ceilings and painting repairs on swimming pools, locker rooms, lobby areas, health club, gym, offices and gift shop
7. Perform preventative maintenance on equipment
8. Notify facilities director prior to beginning work when a maintenance job is beyond the maintenance workers skillset; assist Facilities Director in developing a plan to complete project using professional services
9. Complete all work to the International Standard Building Code (ISCB) specifications
10. Performs related duties as required

PERIPHERAL DUTIES

1. Recommend purchases, cost savings measures, and assists with development of the budget; responsible for inventory control regarding maintenance materials

2. Maintain a clean and organized workspace with adhering to appropriate loss prevention measures
3. Maintain MSDS information to remain current
4. May be responsible for maintaining routine and specialized equipment warranties and maintenance agreements for machinery and equipment within facility
5. Performs weekly, monthly, and quarterly safety checks throughout the facility in accordance with City safety coordinator
6. May assist in other City maintenance projects as deemed necessary by supervisor

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually loud when in the facility.

Employee must have the ability and flexibility to work weekends, early morning and late evening, holidays and on call shifts

Employee must be able to work in a busy atmosphere and be alert and aware of your surroundings at all times

DESIRED MINIMUM QUALIFICATIONS

1. Must be 18 years of age or older
2. Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public
3. High school diploma preferred
4. Must possess a valid driver's license

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Training or previous experience with H.V.A.C systems, pumps, equipment, electronics and aquatics equipment preferred
2. Ability to accomplish requirements of the position adhering to maintenance best practices
3. Skill in operation of a variety of hand tools, power tools and equipment commonly used in City facilities

4. Thorough knowledge of proper safety techniques and procedures; ability to follow proper safety techniques according to City policies
5. Must possess a minimum knowledge of aquatics environment

APPLICATION REVIEW PROCESS

Formal application required, resume with experience, education, qualifications recommended; potential oral interview and reference check; job related tests may be required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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