

**POSITION TITLE:** Full Time County Maintenance 2

**DEPARTMENT:** Custer County Building & Grounds Maintenance

**IMMEDIATE SUPERVISOR:** Custer County Building & Grounds Maintenance Director

**POSITION SCHEDULE:** This is a full-time position. “Normal” working hours are M-F 6am - 2pm (including a 30-minute “lunch break” if on-site and available) or 6am – 2:30pm (with an unpaid, uninterrupted 30-minute lunch break). Wintertime hours vary due to snow removal, and the typical start time for snow removal is 5am. Evening, weekend and holiday work is required, when necessary, due to facility emergencies and/or snow removal.

**PURPOSE OF POSITION:** The Maintenance 2 position performs duties under the direction and leadership of the Maintenance Director. This position requires abilities and expectations above and beyond those of the Maintenance Tech position. This is a “foreman” type position, expected to troubleshoot, problem solve, diagnose, repair, organize, and communicate effectively and professionally with Department Supervisor, sub-contract workers, County employees, and the public, in all aspects of the County Buildings & Grounds. The Maintenance 2 position is responsible for performing a variety of indoor and outdoor duties in and around the County properties related to general maintenance, minor construction and repairs, janitorial functions, grounds keeping, snow removal, and respectfully providing leadership to the Maintenance Tech. In the absence of the Maintenance Director, the Maintenance 2 will oversee the maintenance duties and responsibilities of the County Buildings & Grounds.

**MINIMUM QUALIFICATIONS:**

- Must pass Security Background Check prior to employment
- Applicant must be 18 years of age.
- High School Diploma, or GED Certificate.
- Two years maintenance and /or janitorial experience or an equivalent of education and experience may be acceptable.
- Possess and maintain a valid driver’s license.
- Ability to operate the following:
  - Tool Cat (Bobcat)
  - Skid Loader (Bobcat)
  - ATV and Side by Side UTV
  - Pickup Truck with Snowplow
  - Zero-Turn Lawnmower and Push Mower
  - Snow Blower
  - Small Power tools: Weed Eater, drills, grinders, circular saw, sawsall, light equipment, floor scrubber and buffer, etc.
- The selected applicant must be able to pass a police security background check to allow access to restricted areas and must be capable of complying with County drug policy.
- Must be self-motivated and able to work without supervision

- Must be willing/able to take direction
- Must respect coworkers, authority and the chain of command
- Must be detail oriented and thorough
- Physical strength and stamina sufficient to perform duties and work extended hours and occasional weekends and holidays if necessary
- Ability to work during inclement weather and perform manual snow removal from County staircases/ramp, and equipment assisted snow removal from County parking lots and walkways
- Possess, or be able to obtain, a South Dakota Commercial Pesticide Applicator's License, Categories G (general) & 4 (ornamental & turf)- Obtaining and/or renewals paid for by Custer County

**ESSENTIAL FUNCTIONS OF THE JOB:** Tasks to be performed are, but not limited to:

- Providing foreman leadership
- Sharing Emergency Call-In responsibilities with Maintenance Director
- Have the ability to work outdoors under adverse weather conditions as well as operate equipment in those types of conditions
- Mowing and trimming of grass
- Shrub & plant care
- Flowerbed and tree care
- Use of small equipment
- Use of hand tools
- Operation of zero turn mowers
- Mix and apply pesticides as needed in accordance with county policies and state and federal laws and regulations
- Fertilizer application
- Operation of Toolcat
- Operation of walk-behind snow blowers
- Operation of pickup mounted snowplow
- Operation of ATV & Side x Side
- Snow shoveling
- Plumbing and electrical knowledge and skills (faucet, toilet & urinal repair & light fixture replacement)
- Janitorial duties such as dusting, window cleaning, trash collection, restroom cleaning, office cleaning, and holding cell cleaning
- **Ability to be detailed oriented for cleanliness and safety**
- Operation of walk-behind floor scrubber machine
- SAFE operation of all equipment listed

- As well as any other maintenance/janitorial duties as directed by the Maintenance Director

*THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASSIONAL WORK*

**DESIRABLE ABILITIES:** Good communication skills, attention to detail, dependability, punctuality, integrity, and professional attitude are of the utmost importance for the position of Maintenance 2! A working knowledge of County equipment, Maintenance equipment, geography, basic computing, and math, skills in operating small engines, towing, backing, and parking long trailers, securing heavy loads, and daily maintenance of all equipment are also important.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:** Tasks require a variety of physical activities including walking, stooping, standing, sitting, climbing, lifting, reaching, talking, hearing, and seeing. The Maintenance 2 position must be able to lift 50 pounds in the performance of the job. Exposure to elements of weather will be assumed and the employee must dress and otherwise prepare accordingly. The position of Maintenance 2 may be exposed to dust, dirt grease, toxic materials, contagious/infectious diseases, air contaminants and temperature extremes while working indoors and outdoors.

## **DISCLAIMERS**

The job description is:

- Intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and behaviors of employees in this job.
- Not an employment agreement or contract. The Custer County Building & Grounds Maintenance Department Director has the exclusive right to alter this job description at any time without notice.
- Intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.

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Signature

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Date