

# City of Rapid City

## Job Description

<b>Job Title</b>	The Monument Operations I, II & Lead I, II		
<b>Job Code:</b>	CMW1, CMW2, CMW3	<b>Bargaining Unit:</b>	AFSCME
<b>Pay Grade:</b>	See Wage Scale	<b>Date Revised:</b>	4/20/23
<b>FLSA Status:</b>	Non-Exempt		

**General Summary:** This position performs all aspects of preparing for events, clean-up after events, and janitorial duties to assist in The Monument operations. Essential Duties and Responsibilities:

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

**The Monument Operations Technician I:**

- Performs event preparation and tear-down duties including but not limited to installing and removing hockey dasher; basketball floor, panels, stages, bleachers, and portable walls. Places and removes carpeting, tables and chair. Sets stage, sound wings and mixing platforms according to production rider and set up.
- Performs building custodial duties including sweeping, mopping, waxing and buffing floors by hand or using power scrubber; cleaning restrooms; washing walls and windows; vacuuming carpets; and emptying trash receptacles and operating trash compactor.
- Performs building maintenance duties using hand and power tools.
- Performs grounds maintenance by picking up trash on grounds; removes snow from walkways and parking areas using shovel, blower, sweeper, sander and plow; spreads ice melting materials; mows and trims grass using mower and weed eater
- May operate various equipment to include but not limited to Zamboni, forklift, airlift, or power scrubbers.
- Other duties as assigned.

**The Monument Operations Technician II:** *All above duties plus:*

- Trains and acts as lead worker for The Monument Maintenance/Operations Worker I and temporary workers.

**Operations Lead I, II:** *All above duties plus:*

- Trains and acts as lead worker to The Monument Operations Technicians I, II and non-benefited staff.
- Completes necessary reports and forms.
- Communicates with event organizers regarding event preparation and tear-down activities and coordinates work assignment of staff.
- Ensures event orders are fulfilled in a timely manner and to satisfaction.
- Handles minor policy infractions by alerting management.
- Responsible for minor scheduling duties.
- Assists with projects such as inventory, organization, safety, or items that may arise.

## **Qualifications:**

### **Education and/or Experience:**

**The Monument Operations Technician I:** Must be 18 years or older with a High school diploma or general education degree (GED). Commercial maintenance and cleaning experience preferred. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

**The Monument Operations Technician II:** High school diploma or general education degree (GED) and two years related experience and demonstrated knowledge of principles and practices of custodial/maintenance as represented in essential functions. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

**Operations Lead I, II:** High school diploma or general education degree (GED) and five years related experience and demonstrated knowledge of principles and practices of custodial/maintenance as represented in essential functions. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

### **Certificates, Licenses, Registrations:**

A valid Dakota driver's license or ability to obtain within 30 days from date of hire is preferred.

### **Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places and vibration. The employee is occasionally exposed to outside weather conditions; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually very loud.

### **Physical Demands:**

*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.*

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 perception.