City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>The Monument Maintenance/Operations Worker I, II, III</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>CMW1, CMW2, CMW3</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>AU01, AU02</td>
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<tr>
<td>Date Revised:</td>
<td>4/19/2021</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is responsible for performing custodial, maintenance and event setup/teardown duties.

**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 Maintenance/Operations Worker I:**

- 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, bobcat, sander and plow; spreads ice melting materials; mows and trims grass using tractor mounted mower or push mower and weed eater; operates riding sidewalk sweeper to clean sidewalks; operates power tools to cut, prune and fell trees and shrubs, edge walks and flower beds; operates and repairs ground irrigation/sprinkler system.
- Performs event preparation and tear-down duties including but not limited to installing and removing hockey dasher and painting of ice; 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.

**The Monument Maintenance/Operations Worker II:** *All above duties plus:*

- Replaces light bulbs, filters, washes windows and hangs decorations.
- Coordinates snow removal operations between contractors and city crews.
- Trains and acts as lead worker for The Monument Maintenance/Operations Worker I and temporary workers.
- Operates various equipment to include but not limited to Zamboni, forklift, airlift, or power scrubbers.
- Completes necessary reports and forms.

**The Monument Maintenance/Operations Worker III:** *All above duties plus:*

- Acts as lead worker to The Monument Maintenance/Operations Workers I, II and temporary workers.
- Communicates with renters regarding event preparation and tear-down activities and coordinates work assignment of The Monument Maintenance/Operations Workers I and II.
Qualifications:

Education and/or Experience:

The Monument Maintenance/Operations Worker I:

High school diploma or general education degree (GED).

The Monument Maintenance/Operations Worker 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.

The Monument Maintenance/Operations Worker III:

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.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

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.