City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>City Facility Maintenance Lead</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>CFML</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>AU02</td>
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<tr>
<td>Date Revised:</td>
<td>March 2021</td>
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<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** The City Facility Maintenance Lead is responsible for maintaining and repairing various City facilities and property. The Lead position is responsible for overseeing the training and direction of Facility Maintenance work crews.

**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.*

- Performs a variety of skilled tasks in the maintenance and operation of buildings, facilities, and grounds.
- Performs high level maintenance on equipment.
- Trains, directs, and oversees Facility Maintenance work crews in the completion of daily tasks to achieve effective time and resource utilization.
- Other duties as assigned.

**Qualifications:**

**Education and/or Experience:**

- High school diploma or general education degree (GED)
- Three years’ experience in facility operations preferred
- Must possess extensive knowledge of recreation facility maintenance and safety procedures
- Ability to perform skilled manual labor, follow oral and written instructions, and demonstrate skill in operating tools and equipment described in the essential duties

**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 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. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration. The employee is frequently exposed to high, precarious places and outside weather conditions. The employee is occasionally exposed to extreme cold and extreme heat.
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 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 regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.