



Brown County

25 Market Street
Aberdeen, SD 57401
www.brown.sd.us

Building Service Worker (Part-time)

Maintenance

Wage: \$16.48/hour

Opening date: 03/27/2025

Closing date: Open until filled

JOB SUMMARY

This position is responsible for the custodial care and cleaning of county buildings.

MAJOR DUTIES

- Empties and cleans waste receptacles; replaces liners.
- Cleans and sanitizes restrooms; cleans all surfaces, walls, windows, etc.
- Cleans break rooms, offices, storerooms, and public areas.
- Sweeps, mops, vacuums, and scrubs floors.
- Dusts and cleans furniture, blinds, windows, doors, etc.
- Sets up rooms for meetings; cleans rooms before and after meetings.
- Responds to emergency custodial calls.
- Moves furniture and equipment as required.
- Maintains cleaning supply inventory; restocks restrooms.
- Reports maintenance and repair needs to supervisor.
- Replaces light bulbs and batteries.
- Opens and secures buildings (if required).
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

Equal Opportunity Employer

- Knowledge of county safety policies and procedures.
- Knowledge of the use of various cleaning chemicals.
- Skill in operating cleaning and floor care equipment.
- Skill in following instructions.
- Skill in prioritizing work.

SUPERVISORY CONTROLS

The Building Maintenance or Assistant Maintenance Superintendent assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include safety guidelines and department and county policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related custodial duties. The necessity of working around the public contributes to the complexity of the position.
- The purpose of this position is to participate in the custodial maintenance of county buildings. Successful performance contributes to the provision of clean and attractive facilities for county employees, citizens, and visitors.

CONTACTS

- Contacts are typically with coworkers, other county employees, and the general public.
- Contacts are typically to provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, reaching, kneeling, crouching or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and utilizes the sense of smell.
- The work is typically performed in county buildings or on county property. The employee is exposed to dust, dirt and irritating chemicals. The work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position.

APPLY BY

Submit Brown County application to:

Brown County
Human Resources
25 Market St.
Aberdeen, SD 57401
Fax: 605.725.2355

Email: Humanresources@browncounty.sd.gov
Allison.Tunheim@browncounty.sd.gov

