



Brown County Human Resources

25 Market Street

Aberdeen, SD 57401

Erica.Coughlin@browncounty.sd.gov

Phone: 605.626.7109; Fax: 605.626.4010

www.brown.sd.us

Classification: Custodian

Wage: \$15.50-\$16.06/hour, DOE

Department: Maintenance Department

Reports to: Building Superintendent

FLSA: Non-Exempt

Opening date: 2/01/2021

Closing date: Until filled

JOB DESCRIPTION

Summary/Objective:

General housekeeping duties include but are not limited to, vacuuming, dusting, mopping, empty wastebaskets, etc.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of general housekeeping duties.
- Areas of cleaning include offices, hallways, bathrooms, corridors, stairways, lounge, kitchen, meeting rooms and other areas.
- Replenish bathroom supplies.
- Set up tables and chairs for meetings.
- Be responsible for locking and unlocking all entrance doors.
- Ability to work independently and communicate well with other employees including the general public.
- Frequent lifting, hauling of supplies and moving office furniture.
- Notify supervisor concerning items in need of repair.

Competencies:

Problem Solving:

- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Decision Making:

- Ability to solve practical problems and deal with a variety of concrete variables in situations; where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Teamwork Orientation

Communication Proficiency:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Supervisory Responsibility:

- This position has no supervisory responsibilities.

Work Environment:

- This position is exposed to an environment which includes prolonged standing; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock; wet and/or humid conditions, extreme cold, extreme heat, explosive, and vibration. The noise level in the work environment is usually loud.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction
- Dexterity: picking, pinching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling
- Grasping: applying pressure to an object with the fingers and palm
- Talking: expressing or exchanging ideas by means of the spoken work
- Hearing: perceiving the nature of sounds without major correction
- Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat
- Taste and/or smell
- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Moderate Work: Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds; and/or up to 10 pound frequently, and/or negligible amount of force constantly to move objects.

Position Type / Expected Hours of Work:

- Full-time; Hours: Evening, around the time offices are getting ready to close.

Travel:

- No travel is expected for this position.

Education and Experience:

- High School diploma/GED

Required Certificates, Licenses, and Registrations:

- Must be 18 years of age and a U.S. citizen.
- Possess a valid SD driver's license.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Apply by:

Submit cover letter and resume or Brown County application to:

- Brown County Human Resources
25 Market St.
Aberdeen, SD 57401

or

- Email: Erica.Coughlin@browncounty.sd.gov