



# 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](http://www.brown.sd.us)

**Classification:** Building Maintenance: Full-time

**Wage:** \$15.35/hour

**Department:** Maintenance Department

**Reports to:** Building Superintendent

**FLSA:** Non-Exempt

**Opening date:** 03/13/2020

**Closing date:** 03/27/2020

## **JOB DESCRIPTION**

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### **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:
  - o Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Decision Making:
  - o 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
- Fingering: 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/weekends, around the time offices are getting ready to close.
  - (Example: 3:00 pm to 11:00 pm; or 4:30 pm to 12:30 am)

**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](mailto:Erica.Coughlin@browncounty.sd.gov)