



Brown County Human Resources

25 Market Street
Aberdeen, SD 57401
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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: 05/15/2020

Closing date: Until filled

JOB DESCRIPTION

Summary/Objective:

General housekeeping and maintenance duties set in an institutional facility. Duties include but 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.

- Duties set in a correctional facility.
- Knowledge of general housekeeping duties to include but not limited to: vacuuming, dusting, mopping, buffing, waxing floors, empty wastebaskets, etc.
- Areas of cleaning include offices, hallways, bathrooms, corridors, stairways and other work areas.
- Responsible for locking and unlocking all entrance doors.
- Frequent lifting, hauling of supplies and moving office furniture.
- Ability to work independently.
- Performs minor plumbing issues and maintenance projects.
- Change out all air and exhaust filters.
- Direct and oversee jail services workers.
- Must be able to operate a skid-steer, snow throwers, hand blowers and help in maintaining the sidewalks in all types of weather.
- Help in maintaining the grounds mowing lawns, trimming hedges, removing weeds, raking, disposing of leaves and refuse.
- Notify supervisor of concerning items in need of repair.
- Carry out other work duties as assigned.

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.
 - o Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Teamwork Orientation
- Communication Proficiency:
 - o To read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
 - o With other employees including the general public.

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; Daytime Hours: Monday-Friday.

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