



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: Part-time Maintenance

Wage: \$11.61/hour

Department: Maintenance Department

Reports to: Building Superintendent

FLSA: Non-Exempt

Opening date: 07/13/2021

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 and be able to work independently.
- Able to work evening hours or weekend hours.
- Must be able to communicate well with other employees including the general public.
- Carry out other duties as related to work as directed.

Competencies:

- Problem Solving
- Teamwork Orientation
- Decision Making
- Communication Proficiency

Supervisory Responsibility:

- This position has no supervisory responsibilities

Work Environment:

- The position is exposed to a physically challenging environment at times which may include prolonged standing.

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:

- Part-time up to 20 hours a week; Either early mornings or evenings, when offices are closed.

Travel:

- No travel is expected for this position.

Education and Experience:

- High School diploma/GED

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