



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: Fairgrounds Maintenance Worker - Seasonal

Wage: \$13.50/hour with the potential to become a permanent employee at \$16.70/hour

Department: Fairgrounds

Reports to: Fairgrounds Superintendent

FLSA: Non-Exempt

Opening date: 04/27/2022

Closing date: 05/11/2022

JOB DESCRIPTION

Summary/Objective:

The Fairgrounds Maintenance worker will maintain the fairgrounds, operate equipment, perform minor mechanical repairs, do carpentry, plumbing, and electrical repairs, and other miscellaneous job duties.

Essential Functions:

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

- Operate all equipment at Fairgrounds including but not limited to, skid steer, front loader, dump trucks, tractors, and forklifts.
- Perform general maintenance on equipment such as changing oil, making minor repairs, changing out air and exhaust filters, and other normal maintenance requirements.
- Knowledge of welding, blacksmith work, carpentry, plumbing, and general electrical repairs.
- Inside custodial duties: trash pickup, vacuuming, waxing, or mopping floors, replacing broken windows and burned light bulbs, installing window blinds, repairing doors, and door locks.
- Outside custodial duties: maintain the grounds in all types of weather, by mowing lawns, moving snow, trimming hedges, removing weeds, raking, and disposing of leaves.
- Must be able to work independently and communicate well with other employees including the general public.
- Responds to emergency maintenance requests as required.
- Frequent lifting, hauling of supplies, and moving supplies.
- Assists with the renovation/remodeling of buildings; repairs plaster and drywall; paints building structures.
- Perform other duties as assigned, including notifying supervisor of concerns or items in need of repair.

An Equal Opportunity Employer

Competencies:

- Stress Management/Composure
 - o Safety, security, and first aid policies and procedures.
 - o Using initiative and independent judgment within established policy guidelines.
- Problem Solving/Analysis
 - o Distinguish frequencies, sounds, colors, and odors in the operation of equipment in order to troubleshoot for repairs.
- Teamwork Orientation
 - o Performing basic office support work.
- Decision Making
 - o Agency regulations, policies, office administrative processes, and procedures.
 - o Follow safety standards in working with tools and equipment.
 - o Follow orders and complete work assignments with minimum supervision.
- Communication Proficiency
 - o Principles and techniques of public relations and customer service, both in person or over the phone.
 - o Communicating effectively in oral and written forms.
 - o Dealing successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Technical Capacity.
 - o Use of specified computer applications.
 - o Skilled in the use of hand and power tools.
 - o Work in adverse conditions such as tight or enclosed spaces, heights, and indoors or outdoors to complete assignments.

Supervisory Responsibility:

- This position has no supervisory responsibilities

Work Environment:

- This position is exposed to an environment that 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 represent those that must be met by an employee to successfully perform the job's essential functions.

- 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 word
- Hearing: perceiving the nature of sounds without a major correction
- Repetitive motions: substantial movements (motions) of the wrists, hands, and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat

- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Light 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

Position Type / Expected Hours of Work:

- Full-time; Hours: Monday – Friday 8:00 am to 5:00 pm; may include evenings, weekends, and holidays as needed.

Travel:

- Periodic travel within the county may be necessary for this position.

Education and Experience:

- High School diploma/GED minimum level
- Basic Mathematical Skills
- Equipment experience: skid steer and other misc. small equipment

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Must be 18 years of age and a U.S. citizen.
- Possess or be able to obtain 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