



Brown County

25 Market Street
Aberdeen, SD 57401
www.brown.sd.us

Assistant Building Maintenance Superintendent

Maintenance

Wage: \$26.46/hour, DOE

Opening date: 1/23/2023

Closing date: Open until filled

JOB SUMMARY

This position is responsible for assisting in directing the maintenance of county facilities and grounds.

MAJOR DUTIES

- Assists in overseeing, coordinating, and directing the maintenance of county buildings and properties.
- Repairs and maintains plumbing, HVAC, and electrical equipment and systems.
- Performs carpentry construction and repair work.
- Supervises and participates in grounds maintenance operations.
- Operates and maintains a variety of maintenance equipment
- Orders parts and inventory as needed.
- Supervises the custodial cleaning of county buildings.
- Assists in identifying and prioritizing maintenance needs.
- Responds to after-hours maintenance emergencies.
- Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- Moves furniture; loads and unloads truck.
- Performs the duties of the Superintendent in his or her absence as assigned.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the practices, processes, materials, and equipment used in the maintenance, repair construction, and improvement of public buildings and grounds.
- Knowledge of plumbing, electrical, mechanical, and HVAC system installation, maintenance, and repair principles.
- Knowledge of relevant building codes.
- Knowledge of county and department policies and procedures.
- Knowledge of project management principles.
- Knowledge of safe work principles.
- Skill in problem-solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in operating computers and job-related software programs.
- Skill in reading, understanding, and interpreting plans, blueprints, schematics, and construction drawings.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Building Maintenance Superintendent assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include building, fire, electrical, plumbing, and HVAC codes; safety rules; and department and county policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and technical duties. The variety of systems to be maintained contributes to the complexity of the position.

- The purpose of this position is to assist in directing the maintenance of county buildings, grounds, and facilities. Successful performance ensures the provision of safe and well-maintained facilities.

CONTACTS

- Contacts are typically with coworkers, other county employees, vendors, contractors, and members of the general public.
- Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed intermittently sitting, standing, stooping, walking, reaching, kneeling, bending, or crouching. The employees frequently lift light and heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, distinguish between shades of color, and utilize the sense of smell.
- The work is typically performed in an office, mechanical room, warehouse, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over the Buildings and Grounds Maintenance Worker and Building Service Worker.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to a high school diploma.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.

APPLY BY

Submit Brown County application to:

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

Fax: 605.725.2355

Email: HumanResources@browncounty.sd.gov