

REQUEST TO FILL VACANCY

Position Vacancy Maintenance Worker

Department Commission

Vacancy Result of: Resignation

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

- 1. Job Description
- 2. Departmental Organizational Chart
- 3. Severance Payout Calculations for Terminating Employee

Vacation	\$	<u>136.62</u>
Sick Leave	\$	<u>0</u>
Employee Retirement Recognition	\$	<u>0</u>
Other	\$	<u> </u>
Total	\$	<u> </u>

4. Explain the effects of leaving the vacancy until severance is accumulated.

5. Explain the effects of leaving the vacancy permanent or discussion of alternatives.
This position is responsible for the courthouse and highway. We need to fill it asap.

6. Provide description of departmental discussions about the vacancy.
cannot leave it vacant.

7. Estimated length of time to fill the position after approval.
4-6 weeks

8. Any additional comments?
[Signature]
Department Manager

10/11/18
Date

Request for filling of vacancy: Approved Denied

Chairman, Brookings County Commission

Date

POSITION TITLE: General Custodial/Maintenance Worker
DEPARTMENT: Commission
REPORTS TO: Commission Department Director/Assistant Sheriff
FLSA STATUS: Non-Exempt
WAGE GRADE: 3

DESCRIPTION OF WORK

General Statement of Duties

Performs a variety of indoor and outdoor duties related to general maintenance and janitorial functions in and around County Buildings.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Cleans offices, rooms, corridors, and restrooms in County buildings.
- Performs general maintenance on parking lots and sidewalks to include striping and minor treatment of concrete repairs; responsible for proper use of chemicals for such repair.
- Performs routine maintenance and minor repairs on small equipment and facilities to include plumbing, heating, cooling, electrical, and sprinkler system(s). Checks and replaces light bulbs as necessary both inside and outside County Buildings.
- Works at different locations during the day; drive county vehicle to pick up supplies, materials, and to work at each locations as required by the schedule.
- Installs computer cable, posters, pictures, and other wall hangings as directed.
- Responsible for the proper function of fire alarm(s) and help alarm(s).
- Responsible for the collection, shredding, and disposal of recyclable products.
- Picks up, stores, and inventories supplies as directed to include maintaining Material Safety Data Sheets (MSD).
- Attends training sessions and meetings as required.
- Performs work in a manner consistent with safe practices.
- Develops and maintains positive, professional relationships with the general public and other employees.
- Performs other such duties and functions as assigned and necessary to the proper performance of the position.

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Demonstrable working knowledge of janitorial and general maintenance work and such equipment as relates to indoor and outdoor buildings and grounds care.
- Physical strength and stamina sufficient to perform maintenance, janitorial duties, and work extended hours if necessary.
- Knowledge of proper chemicals used on concrete treatment/maintenance desirable.
- Working knowledge of equipment, materials and supplies used in building and grounds maintenance as well as custodial services; Working knowledge of equipment and supplies used to do minor repairs; some knowledge of first aid and applicable safety precautions.
- Skill in operation of listed tools and equipment.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time
- Ability to communicate effectively.
- Ability to maintain confidentiality when working around confidential and/or sensitive information and materials.
- Ability to use equipment and tools properly and safely
- Ability to understand and follow written and verbal instructions
- Ability to establish effective working relationships.

- Knowledge of pesticides, herbicides, and fertilizers used in grounds keeping and knowledge of proper chemicals used on concrete treatment/maintenance desirable
- Knowledge of fire alarms, help alarms, and panic buttons desirable
- Physical strength and stamina sufficient to perform maintenance, grounds keeping, and janitorial duties, and work extended and varied hours if necessary.
- Ability to satisfy a background security check.
- Possession of a valid South Dakota driver's license

Education

- Graduation from high school or GED

Experience

- One (1) year maintenance and janitorial experience or any such combination of education, experience, and training as may be acceptable to the hiring authority.

Tools and Equipment Used

- Janitorial equipment to include high speed burnisher, auto scrubber, swing machine, wet/dry vac, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, and dusting equipment.

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority.

Commission Chairperson

Date