

Help Wanted:

Applications are being accepted by McPherson County for a full time Courthouse Maintenance/Highway Maintenance position. Full job description and applications are available online at <http://mcpherson.sdcountries.org/> or at the McPherson County Auditor's or Highway Office. Candidates must have a valid drivers license. The position is full-time 40 hours per week. Starting salary is D.O.E.Q. and benefits are provided. Applications should be submitted to:

McPherson County Auditor's Office
PO Box 390
Leola, SD 57456

Deadline for applications is January 31st, 2020 at 5:00pm or until the position is filled.

For more information contact the McPherson County Auditor's office at 605-439-3314.

McPherson County is an equal opportunity employer.

JOB DESCRIPTION

MAINTENANCE SUPERVISOR

MCPHERSON COUNTY, SOUTH DAKOTA

DEFINITION OF POSITION – The Maintenance Supervisor is required to care for the McPherson County courthouse and court yard. Exempt from Fair Labor Standards Act Regulations.

SUPERVISION RECEIVED – He/she works under the direction of the Board of County Commissioners and receives supervision from the McPherson County Auditor.

SUPERVISION EXERCISED – The Maintenance Supervisor exercises overall supervision of any part-time employees.

EXAMPLE OF DUTIES – The Maintenance Supervisor's duties will be as follows but not limited to:

He/she must maintain lawn and area as necessary and maintain mower, etc.

He/she must handle sidewalk snow removal.

He/she must be capable of making minor repairs, faucets, lights, etc.

He/she must maintain & start standby generator in the event of a power failure, or have made arrangements with another person in the event he/she is unavailable.

He/she shall be responsible for locking and unlocking courthouse daily.

He/she shall clean restrooms, mop floors and vacuum as necessary and empty all courthouse garbage daily.

He/she shall coordinate courthouse recycling program and pick up offices' recyclable material twice a month.

He/she shall take care of yearly or seasonal cleaning, repairs, etc.:

- A. light fixtures
- B. wall cracks
- C. touch up painting
- D. clean air conditioners
- E. windows, with help
- F. periodic roof checks, conditions to be noted

He/she shall be responsible for purchasing cleaning supplies and other miscellaneous repair and maintenance items.

He/she shall prepare annual budget.

Hours – approximately 8-12am, 1-5pm, 40 hour work week. Boiler to be checked during inclement weather on weekends and holidays. May work flexible hours within the 40 hour work week.

QUALIFICATION FOR APPOINTMENT

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES – Knowledge of boiler maintenance and operation. Knowledge of basic electrical, plumbing, mechanical, and carpenter skills. Familiar with chemicals for cleaning and proper floor care procedures. Ability to work independently, deal tactfully and effectively with co-workers and the general public.

JOB DESCRIPTION
FULL TIME HIGHWAY MAINTENANCE
MCPHERSON COUNTY, SOUTH DAKOTA

DEFINITION OF POSITION – Under general supervision, able to perform equipment operation work of above average difficulty in operating a variety of specialized heavy construction equipment; performs related work as assigned. Covered by Fair Labor Standards Act Regulations.

SUPERVISION RECEIVED – Work under the County Highway Superintendent and Assistant Highway Superintendent.

EXAMPLE OF DUTIES – (Any one position may not include all of the duties listed; nor are the listed examples included in all positions of this class.)

He/she is responsible for and able to maintain roads, and other county property by the operation of maintainers, tandem trucks, material spreader, front-end loaders, sweepers, rollers, packers and oil distributor for road maintenance and repair.

He/she must have the ability to service and make minor repairs to equipment.

He/she is responsible for safe operation and maintenance of all equipment assigned by following safety, departmental and traffic laws or rules.

He/she must have the physical stamina to perform semi-skilled and unskilled manual labor using various power and manual tools and equipment in the maintenance and repair of roads, and related county properties.

He/she shall maintain necessary records and reports as directed.

He/she shall operate equipment for snow removal, and maintain all equipment.

He/she must have the physical ability and stamina to perform heavy manual labor with heavy or light equipment or hand tools as directed.

He/she shall work directly with the public and co-workers tactfully and follow oral and written instructions appropriately.

He/she shall perform related work as assigned by the Highway Superintendent and Assistant Highway Superintendent.

QUALIFICATION FOR APPOINTMENT

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES – Good knowledge of procedures, techniques, materials, tools and equipment used in the operation and maintenance of a variety of heavy construction equipment and machinery; Skill and ability to safely operate related heavy construction equipment; Ability to perform heavy manual labor under a variety of working conditions including, inclement weather. Must have possession of and maintain a valid SD commercial drivers license (CDL), with special endorsements as required for jobs. Must be willing to relocate to accommodate the county's needs.

Application for Employment

Date:
Employer Name:
Job Order #:

APPLICANT INFORMATION

Last Name		First Name	M.I.
Street Address			Apartment/Unit #
City		State	ZIP
Home Phone	Cellphone	Email Address	
Position Applied For			
Are you authorized to work in the U.S.? YES <input type="radio"/> NO <input type="radio"/>			
Have you ever worked for this company? YES <input type="radio"/> NO <input type="radio"/> If so, when?			
Are you over the age of 18? YES <input type="radio"/> NO <input type="radio"/>		Are you over the age of 21? YES <input type="radio"/> NO <input type="radio"/>	

EDUCATION

Do you possess a high school diploma or GED? YES <input type="radio"/> NO <input type="radio"/>	
School Name/Address/City/State	

Post-Secondary School Name		Address	
From	To	Did you graduate? YES <input type="radio"/> NO <input type="radio"/>	Degree
List all relevant licenses, certifications or registrations you possess. Also identify other educational experience relevant to the position you are applying for.			

REFERENCES

Please list three professional references.

Full Name		Relationship
Address		Phone
Full Name		Relationship
Address		Phone
Full Name		Relationship
Address		Phone

PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title	From	To	Reason for Leaving
Skills Learned			
May we contact your previous supervisor for a reference? YES <input type="radio"/> NO <input type="radio"/>			

Company		Phone	
Address		Supervisor	
Job Title	From	To	Reason for Leaving
Skills Learned			
May we contact your previous supervisor for a reference? YES <input type="radio"/> NO <input type="radio"/>			

Company		Phone	
Address		Supervisor	
Job Title	From	To	Reason for Leaving
Skills Learned			
May we contact your previous supervisor for a reference? YES <input type="radio"/> NO <input type="radio"/>			

MILITARY SERVICE

Branch	From	To
Did you serve on active duty? YES <input type="radio"/> NO <input type="radio"/>	Type of Discharge	

DISCLAIMER AND SIGNATURE

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize the employer to investigate and verify all statements contained in this application and supporting materials.

Signature	Date
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DLR-510 (rev.05/11)

EMPLOYMENT APPLICATION ADDENDUM

EMPLOYMENT APPLICATION CONSENT RELEASE: **Background Check**

I hereby certify that the facts set forth in the completed employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application may result in dismissal. I release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information. You are hereby authorized to make any investigation of my personal history academic/professional credentials, military service records, criminal, driving, financial and credit record through any investigative or credit bureaus of your choice.*

Section 604 (b) of FCRA Provides Conditions for Furnishing and Using Consumer Reports for Employment Purposes.

Print Name:

First Middle Last

Signature: _____

Today's Date: _____

Social Security #: _____ - _____ - _____

Date of Birth: _____

Driver License #: _____

Current Address:

Current County of Residence:

Previous Address:

List All States That You Have Resided In:

The EEOC states for the purpose of pre-employment inquiries, under the Age Discrimination in Employment act of 1967, section 1625.6, "A request on the part of an employer for information such as 'DATE OF BIRTH' or 'STATE AGE' on an employment application form is not, in itself, a violation of the act."

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. §§1681-1681u. The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

FOR QUESTIONS OR CONCERNS REGARDING	PLEASE CONTACT
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center- FCRA Washington, DC 20580 * 202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 * 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 * 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington D.C. 20552 * 800- 842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 * 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 * 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 * 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 * 202-720-7051

Please Initial and Date: _____