

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title:	Utility Maintenance Worker/Groundskeeper (Part-time)
Department:	Ben Rogers Visitors and Information Center
Reports To:	Director of Visitors and Information Center
Salary:	\$10.5000/hour
Application Deadline:	Monday, November 08, 2021 @ 4:30 PM

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Performs routine grounds maintenance duties, i.e. mows, edges, uses leaf blower, prunes shrubs and trees, sprays, fertilizes, weeds, etc.; keeps grounds, walkways, drives and parking lots clean; picks up litter; empties trash; plants and maintains flower beds; performs routine maintenance and makes minor repairs on grounds equipment and building complex; assists with cleaning and other custodial and maintenance duties. Will perform security duties, i.e. checks locks, building, and equipment at assigned hours, opens/closes building, etc. Regular and predictable attendance is an essential function of this position.

Other Job Functions: Performs other job related duties, as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

Equipment Used: Mower, edger, leaf blower, weed eater, blower, sprayer, pruning tools, saw, shovel, hoe, other tools and equipment needed for grounds maintenance and landscaping tasks; vacuum cleaner, carpet cleaner, waxer, buffer, concrete surface cleaner, pressure wash and other equipment needed for general custodial and maintenance tasks.

JOB REQUIREMENTS

Education & Experience: High School Diploma or GED; 6 months to 1 year experience in general grounds maintenance and landscaping, equipment use and safety requirements.

Knowledge, Skills & Abilities: Verbal and written communication skills; basic computer/data entry skills; basic math calculation ability; strong interpersonal skills including ability to cooperate with co-workers and to deal effectively with government officials and the general public.

Specialized Requirements: Must have valid Texas Driver's License and excellent driving record.

WORK SITUATIONS/DEMANDS/EFFORT: Work requires attention to detail; working alone and as part of a group; dealing with the public; flexibility in order to perform a variety of duties; performing routine, repetitive duties; driving vehicles; operating machinery; must be available to work irregular hours. Facility is open seven (7) days a week, 12 hours a day. This position will often work weekends and a non-traditional work schedule, such as three (3) to four (4) days per week. **Must be available to work weekends and holidays.**

WORKING CONDITIONS: Work is performed outside and/or in a vehicle more than 50 percent of time. Employee may be subject to adverse weather and environmental conditions, including temperature extremes, humidity and precipitation.

PHYSICAL REQUIREMENTS: Job duties require prolonged walking and standing; working with hand and power tools; operating lawn, grounds and other mechanical equipment; climbing and reaching; moving objects weighing up to 100 lbs. Appropriate safety precautions must be observed.

**Apply at: Human Resources Department
Jefferson County Courthouse, 1225 Pearl St. Suite 201, Beaumont, TX 77701
Phone: (409) 839-2391
Fax: (409) 839-2399
E-mail APPLICATION/RESUME to: hrdept@co.jefferson.tx.us
Application may be found @ <https://co.jefferson.tx.us/Careers>
Please use Microsoft Word or PDF when submitting applications.**

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status (disabled), genetic information, sexual orientation, gender identity or expression, or political affiliation in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201 Beaumont, Texas 77701.