



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602
(512) 581-7120

An Equal Opportunity Employer

Title: Assistant Director for General Services	Opening Date: November 1, 2018	Application Deadline: Open Until Filled	Job Posting #: 18174
Department: General Services	Starting Salary: \$15.61-\$17.61	Location: Bastrop, Texas	Travel: As needed

INTERNAL/EXTERNAL JOB POSTING

BRIEF JOB DESCRIPTION: Under the general supervision of the General Services Director, this position is responsible for assisting General Services Director in the direction, management, and supervision of the programs and activities of the General Services Department as well as performing and overseeing the performance of all restoration, renovation, janitorial, grounds, and maintenance work. This position will support the General Services Director in managing all aspects of the General Services Department and other areas as assigned. This position will perform and be responsible for a wide variety of complex maintenance, mechanical activities to ensure safe and continuous operations of County buildings, facilities, and parks. Work involves building repair, painting, plastering, construction, plumbing, electrical, structural, and heating and cooling system repair; and assembly and transportation of materials to and from various County offices and locations. This position is responsible for assigning and/or supervising the work of others, including exercising functional and technical supervision over lower level maintenance, custodial and landscaping personnel; this position will be expected to lead, train, and organize staff and assignments, and to interpret, perform, explain, document and enforce department and County policies and procedures.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES: Methods and techniques of leadership, training, and supervision of staff; Operational characteristics of building maintenance and equipment repair; Practices, methods, materials, and tools used in general construction and maintenance work; Plumbing, electrical, structural, heating and cooling systems repair; Painting, plastering and renovation techniques; The operational characteristics of cleaning equipment and tools; Standard office policies, procedures, and equipment; Bastrop County policies and procedures.

MINIMUM QUALIFICATIONS: Minimum of (5) five years of increasingly responsible general maintenance experience; Any combination of experience and training that would likely provide the required knowledge, skills, and abilities necessary to perform the essential job functions. High School diploma or equivalent. Possession of a valid Texas driver's license; must maintain a safe driving record.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS: Will work in both indoor and outdoor environments and will be required to travel from site to site. Will be exposed to dust and dirt, repeated bending, prolonged walking, and potentially hazardous chemicals and materials. Must be able to perform heavy manual labor.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be completed online at <http://www.co.bastrop.tx.us/page/co.jobs>. A resume will be considered, but will not be accepted in lieu of application. Applicants may email applications to apply@co.bastrop.tx.us. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: Grounds Keeper Park Maintenance Worker I

Department: General Services

FSLA Status: Non-Exempt

Reports To: Director of General Services

SUMMARY: Under the general supervision of the Director of General Services, this position performs a wide variety of complex landscape activities required to maintain the function, cleanliness and appearance of grounds and areas surrounding County buildings and in County park(s). Work involves mowing grass; clearing and trimming foliage; maintaining flower beds; distributing pesticides, herbicides, and fertilizers; performing maintenance on grounds and park equipment; picking up trash and debris from outside rest areas and/or parking lots; cleaning park facilities and restrooms, and performing various maintenance and custodial duties as required. May exercise occasional supervision over Community Service Restitution (CSR) worker(s). Receives supervision from the Director of General Services, and the Senior Maintenance Worker.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Director of General Services, and the Senior Maintenance Worker;

Exercises occasional supervision over Community Service Restitution (CSR) worker(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Maintains grounds and areas surrounding County buildings and in County park(s) by mowing grass, edging sidewalks, curbs, and walkways, propagating, cultivating, pruning, and/or trimming grass, trees, flowers, shrubs, and brush, using various light equipment and hand tools as needed. Distributes pesticides, herbicides, and fertilizers in the maintenance of County grounds and parkland as needed;
2. Performs routine maintenance to keep the sidewalks, parking areas, and rest areas of the County buildings and parks clean of leaves, limbs, trash and other debris, including emptying and cleaning all outside trash receptacles and ashtrays;
3. Performs routine maintenance and cleaning of park facilities including but not limited to pavilions, playgrounds, restrooms, trails, picnic areas, and park grounds;
4. Operates and maintains necessary vehicles and tools, including County vehicle, lawnmowers, chainsaws, weed eaters, carpentry tools, and garden implements; maintains sprinkler system at the Courthouse, Annex, and other systems located at outlying County building area(s).

5. Performs various maintenance duties including changing light bulbs, repairing toilets, putting up & taking down of seasonal decorations, and transporting various furniture, materials and supplies to and from multiple locations within Courthouse, Annex and surrounding County buildings;
6. Assists with custodial duties in the absence of Custodian(s), including sweeping, dusting, spray waxing and floor stripping; cleaning and disinfecting restrooms; emptying trash receptacles; and various other custodial duties as required;
7. Subject to emergency call-in, weekend, and/or holiday duty as directed by supervisor;
8. May provide estimate(s) of materials and equipment required for the completion of jobs or projects assigned;
9. Ensures adherence to safe work practices and procedures, and reports unsafe conditions;
10. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
11. Maintains confidentiality and security of all courthouse property, information and systems;
12. Performs related work or duties as assigned by the General Services Director and Senior Maintenance Worker.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Basic landscaping, plant, and lawn care including procedures for weed and pest control and fertilizing;

The operation and maintenance of various small tools, gardening implements, and light equipment used in the maintenance of landscaping and park facilities;

The operation and routine maintenance of motorized equipment such as County vehicle;

Practices, methods, materials, and tools used in general construction and maintenance work;

Methods and techniques of custodial maintenance;

Operational characteristics of cleaning equipment and tools;

Proper usage of cleaning agents and custodial supplies;

Standard office policies, procedures, and equipment;

Bastrop County policies and procedures.

Ability to:

Perform various manual tasks for extended periods of time and in unfavorable weather conditions;

Perform heavy manual labor including digging, raking, mowing, hauling, and lifting;

Perform general cleaning tasks using a variety of chemical and detergent products;

Perform landscaping and plant maintenance using chemical products as necessary;

Operate equipment required to perform essential job functions;

Work a schedule which may include nights, weekends, and holidays;

Establish and maintain effective working relationships with those contacted in the course of the job;

Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Organize and review the work assigned;
Perform multiple tasks simultaneously in a timely manner;
Learn, understand, and apply pertinent laws, rules, and regulations;
Understand and follow verbal and written instructions;
Communicate clearly and concisely, both verbally and in writing.
Maintain confidentiality of information encountered in work activities at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others; employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Effectively handle a work environment and conditions which involve:

Exposure to various weather conditions; working closely with others; working outside normal business hours and in hours of darkness; exposure to moving mechanical parts; exposure to electrical hazards; and working in or near water including creeks and ditches.

Frequent exposure to dust, dirt, fumes, animal waste, grasses, weeds and other vegetation, chemicals used for cleaning and landscaping, and exposure to airborne particles;

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, stooping or standing for long periods of time; climbing, crawling, squatting, kneeling, and running; working on uneven and/or slippery surfaces; and performing heavy manual labor.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Handling exposure to potentially hostile individuals;
Working independently with limited supervision;
Handling stressful situations;
Effective interaction and communication with others;
Making sound decisions in a manner consistent with the essential job functions;
Maintaining confidentiality of information encountered in work activities at all times.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Minimum of (2-3) two to three years general maintenance experience, including any combination of experience and training that would likely provide the required knowledge, skills, and abilities necessary to perform the essential job functions. Landscaping experience is preferred.

Education: High School diploma or equivalent.

Licensing: Possession of a valid Texas driver's license with acceptable driving record; must maintain a safe driving record.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.