

FULL-TIME JOB OPENING

POSITION: GLASSCOCK COUNTY JANITORIAL SERVICE PROVIDER
Full-time/40 hours per week

IMMEDIATE SUPERVISOR: County Judge

SALARY: Dependent on experience

PHYSICAL CONDITION: Must be able to lift and carry supplies and other objects up to 50 lbs. Duties will require work in all types of weather conditions including rain, snow and heat, as well as, extreme cold and heat.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Ability to read, understand, and follow label instructions for maintenance products.

Ability to read understand, and comply with the safety policies for Glasscock County.

Ability to read, understand, and follow instructions on all products used by the maintenance department.

See that all county facilities both inside and outside are clean, neat, stocked with supplies, and in good repair at all times by completing daily, weekly, monthly, and annual duties attached to this job description.

Prepare Community Center for all scheduled county functions.

Maintain records of all required inspections and perform monthly inspections of generator, fire alarms, security system and elevator.

Maintain an inventory of all needed supplies for county facilities, and reorder supplies as needed.

Any and all other duties assigned by County Judge.

MINIMUM REQUIREMENTS:

High School diploma or equivalent

Valid driver's license

May be required to attend educational classes relating to the job.

Applications are available in the Glasscock County Judge's office and online at www.co.glasscock.tx.us

Applications will be received in the Judge's office at 117 East Currie, in the courthouse, or by mail at:

Glasscock County Judge

P.O. Box 67

Garden City, TX 79739

Submittal deadline is Monday, March 4, 2019