



**JOB POSTING
GENERAL MAINTENANCE WORKER
BUILDING/GROUNDS DEPARTMENT**

Applications will be accepted until filled.

**ATTENDANCE IS KEY TO PERFORMING THE JOB
Hours: 8:30 a.m. – 5:30 p.m.**

JOB SUMMARY

Under the supervision of the Buildings and Grounds Supervisor, the General Maintenance Worker shall be responsible for performing all aspects of the position as assigned.

ESSENTIAL DUTIES:

Duties include, but are not limited to, the following:

- Mowing, weed eating and grass maintenance
- Cleaning windows, floors, and all other aspects of Courthouse maintenance
- Snow and ice removal during inclement weather
- Unloading of delivery trucks
- Providing assistance to offices, as needed, such as: moving desks, delivering boxes, replacing 5 gallon water bottles
- Filling in for janitorial duties when someone is off work
- Locking up Courthouse after work hours, as needed
- Answering phones in the absence of the Building and Grounds Supervisor
- Other duties that management may assign

REQUIREMENTS:

High School Diploma or GED * Ability to lift up to 50 pounds.

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at (417)546-7237 for information. Applications can be obtained at the Human Resources Department or online at www.taneycounty.org.

Posted: _____ Initials: _____