



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: April 21, 2026

Date Listing Will Close: April 28, 2026 @ 5:00 PM

The following department has a vacancy for qualified employees in the following position:

Class Specification: Maintenance/Housekeeping

Department: Building & Grounds

Salary: \$15.40 Hourly Position

Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

HARRISON COUNTY HUMAN RESOURCES

1801 – 23rd Avenue, Second Floor, South Hall, Gulfport Courthouse
Phone: (228) 865-4194 Fax: (228) 865-4162 www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

E.O.E. and A.D.A.

HARRISON COUNTY, MISSISSIPPI JOB DESCRIPTION

JOB TITLE: Maintenance-Laborer

DEPARTMENT: Building and Grounds **FLSA STATUS:** Non Exempt

REPORTS TO: Department Director **POSITION CODE:** 9052

MAINTENANCE REVIEW DATE: 02/01/2021 **CLOSING DATE:** 04/28/2026

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: To perform general housekeeping duties, light maintenance, and/or groundskeeping duties in the assigned area of responsibility.

ESSENTIAL JOB FUNCTIONS:

1. Dusts and cleans courtrooms, offices, holding cells, hallways, and bathrooms
2. Sweeps, mops, waxes floors, and wipes walls
3. Stores janitorial supplies and requests replenishing of supplies as needed
4. Replaces or schedules replacement of light bulbs throughout the building
5. Washes glass doors and polishes furniture
6. Contacts appropriate County department personnel for the moving of furniture, shampooing of carpets, painting, and required outdoor maintenance.
7. Notifies appropriate personnel for needed minor repairs and reports major problems to supervisor for corrections
8. Empties waste baskets and replaces plastic liners in each
9. Operates hand and tractor-mounted mowers and hand-held string trimmers to cut grass in areas around facilities as needed; performs minor preventive maintenance on tractors and mowers; sharpens and replaces blades on mowers.
10. Operates chainsaw to cut trees and brush.
11. Mixes and applies chemical agents, including but not limited to fertilizers, fungicides, herbicides, insecticides, and pesticides.
12. Hauls and unloads equipment.
13. Uses dollies to move materials, changes and installs various dispensers, picks up trash, sticks and other debris.
14. Operates light and medium duty trucks with trailers to transport equipment, materials, and supplies to work sites, department facilities, and dumping areas.
15. Installs outside materials and maintains landscape of county properties.
16. Rakes leaves, mows grass, prunes trees, and weeds all landscaped areas.
17. Must be willing to work variable hours, as assigned by the department Director.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Walks individuals to their cars after sundown for their safety.
2. Ensures no authorized or unauthorized are in the building after hours.
3. Performs other related duties as required

SUPERVISORY RESPONSIBILITIES: None.

MINIMUM QUALIFICATIONS: Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of chemicals used in the performance of the essential job functions.
- Ability to complete work orders on projects completed.
- Ability to follow oral and written instructions.
- Ability to communicate effectively with various levels of County employees.
- Knowledge of all safety procedures.
- Must be able to work Evenings and Nights.

ADDITIONAL REQUIREMENTS: Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.

These knowledge, skills, and abilities are usually, although not always, acquired through the completion of high school and one (1) year of experience in an unskilled and semi-skilled trade. Equivalent combinations of education and experience will be considered.

SALARY RANGE: \$15.40 per hour

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more	✓	
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles	✓	
Work involves the operation of tools such as axes, shovels, sling blades, etc.	✓	
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor	✓	
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions	✓	
Works above ground or floor level, such as on stools or ladders	✓	
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body over a long period of time		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions	✓	
Wet, Humid Conditions (non-weather)	✓	
Work Near Moving Mechanical Parts	✓	
Work in High, Precarious Places		✓
Fumes or Dust	✓	
Toxic or Caustic Chemicals	✓	
Extreme Heat (non-weather over 90° F.)	✓	
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)	✓	
Loud Noise (e.g., jackhammer, heavy motorized equipment)	✓	

****This is an acknowledgement that I have read and understand this job description:***

Signature: _____

Date: _____