



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: **March 22, 2024**

Date Listing Will Close: **March 29, 2024 at 5 p.m.**

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

Class Specification: **Custodian/Maintenance (FT/Temporary/Seasonal)**

Location/ Department: **Building & Grounds (2 positions available)**

Salary: **\$14.00 per hour**

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached Job Description

Qualifications/ Experience: See Attached Job Description

HARRISON COUNTY PERSONNEL / HUMAN RESOURCES

1801 - 23rd Avenue, First Floor, South Hall, Gulfport Courthouse
Phone: (228) 865-4194 Fax: (228) 865-4162 www.harrisoncountymiss.gov

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

**HARRISON COUNTY, MISSISSIPPI
JOB DESCRIPTION**

JOB TITLE:	Custodian/Maintenance (FT/Temporary/Seasonal)	SAFETY SENSITIVE: Yes FLSA
DEPARTMENT:	Building & Grounds	STATUS: Non-Exempt
REPORTS TO:	Department Director	POSITION CODE: 9052

MAINTENANCE REVIEW DATE: March 22, 2024

CLOSING DATE: March 29, 2024

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 housekeeping/grounds keeping duties and general maintenance duties in the assigned area of responsibility.

ESSENTIAL JOB FUNCTIONS:

1. Operates various types of lawn cutting equipment, including but not limited to mowers, weed eaters, hedge clippers, pruning shears and tree saws. Employee may perform minor maintenance on equipment such as oil and spark plug changes, blade sharpening and replacement, and weed eater line replacement.
2. Dusts and cleans offices, hallways, and bathrooms.
3. Sweeps, mops, and wipes walls.
4. Stores janitorial supplies and requests replenishing of supplies as needed.
5. Replaces or schedules replacement of light bulbs throughout the building.
6. Washes glass doors and polishes furniture.
7. Moves furniture, paints, and required outdoor maintenance.
8. Notifies appropriate personnel for needed minor repairs and reports major problems to supervisor for corrections. Assists in repairs as needed.
9. Empties wastebaskets and replaces plastic liners in each.
10. Dusts and cleans courtrooms, offices, holding cells, hallways, and bathrooms.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as required.

SUPERVISORY RESPONSIBILITIES: *N/A*

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be able to operate powered outdoor equipment
- 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.
- Ability to learn and follow all safety procedures.

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

This 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: \$14.00 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	X	
Work involves the operation of earth-moving equipment or commercial motor vehicles.		X
Work involves the operation of non-commercial motor vehicles	x	
Work involves the operation of tool; such as axes, shovels, sling blades, etc.	X	
Work involves the operation of motorized equipment such as chain saws, power Saws, jack hammers. Lawn mowers, tractors	X	
Work involves climbing or running	x	
Work involves stooping, bending, twisting or reaching out in unusual positions	x	
Works above ground or floor level such as on stools or ladders	x	
Works in a relatively high average temperatures over a long period of time	x	x
Work involves considerable physical exertion of the whole body over a long period of time		X
Work requires near vision (20 inches or less)	x	
Work requires distance vision (20 feet or more)	x	
Work involves the detection of color differences	x	
Work involves determination of the correct location of a sound, such as footsteps	X	
Work involves hearing and understanding conversation or sounds	x	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

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