



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: July 30, 2025

Date Listing Will Close: August 6, 2025 @ 5:00 PM

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

Class Specification Building Superintendent

Department: Community Centers: Woolmarket,
Success & Saucier Locations

Salary: \$16.00- \$20.00 per hour

Position Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

HARRISON COUNTY HUMAN RESOURCES

1801 – 23rd Avenue, Second Floor, North 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: Building Superintendent

DEPARTMENT: Community Centers

FLSA STATUS: Exempt

REPORTS TO: Community Center Director

POSITION CODE: 9052

MAINTENANCE REVIEW DATE: July 30, 2025

CLOSING DATE: August 6, 2025

This job description on should not he 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 oversee operations of specified Harrison County Community Centers; must be able to supervise inmates, employees and maintain inventory records; perform custodial duties and minor maintenance work; perform sanitation control and check safety hazards; perform regular maintenance and clean-up after functions; unskilled janitorial work; receives supervision from the Community Center Director; must be able to work any hours and/or days of the weeks necessary in completing tasks as assigned.

ESSENTIAL JOB FUNCTIONS:

1. Perform various set-ups at the Community Center including setting up chairs and tables
2. Perform minor maintenance and repair work on buildings, tables and chairs, bathroom fixtures and other facilities and equipment
3. Sweep, mop, wax, buff, scrub floors; dust, wax wash and polish furniture and woodwork
4. Replenish supplies for maintenance work
5. Empty and clean waste receptacles
6. Clean restrooms
7. Wash windows and walls
8. Replace light bulbs
9. Turn out lights and lock doors and windows
10. Explains Community Center rules/regulations and provides access
11. May maintain small landscaped areas and interior plants
12. Available to respond to Community Center for emergency calls

13. Cuts grass around Community Centers

14. Prepares reports, maintains inventories, keep records, order supplies

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as required.

SUPERVISORY RESPONSIBILITIES: Provides working supervision to employees assigned to Community Center

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of methods, materials, tools, and equipment used in building maintenance work.
- Considerable knowledge of cleaning procedures and appropriate cleaning agents, supplies and equipment.
- Considerable knowledge of methods, materials, and equipment used in custodial work.
- Knowledge of safe work practices.
- Ability to perform minor building maintenance and repair work.
- Ability to set up Community Center for various activities.
- Ability to properly clean and store chairs, tables, and other equipment after use.
- Ability to observe and report needs for maintenance or supplies.
- Ability to understand and carry out oral and written directions.
- Ability to establish effective working relationships with other employees, departments, and the public.
- Ability to work irregular hours, holidays and weekends.
- Skills to perform minor building maintenance and repair work.

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

EDUCATION/EXPERIENCE: Any combination of education and experience providing the required skills and knowledge for successful performance would be qualifying.

Typical qualifications would be equivalent to:

1. High School Diploma or GED and
2. Sufficient formal or informal education to ensure ability to perform at a level required for successful job performance and
3. Three (3) years related experience.

SALARY RANGE: \$16.00- \$20.00 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 50 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 using hands to grasp and hold objects	✓	
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 standing position for 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)		✓