



## 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: May 7, 2025

Date Listing Will Close: May 14, 2025 at 5 p.m.

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

Class Specification: Summer Interns- Multiple Positions  
Location /Department: Road Department- Diberville, Lyman, Long Beach, Orange Grove, Woolmarket WC  
Salary: \$11.00 per hour  
Position Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

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**HARRISON COUNTY PERSONNEL/ HUMAN RESOURCES**

1801 - 23<sup>rd</sup> Avenue, Second Floor, North Hall, Gulfport Courthouse  
Phone: (228) 865-4194 Fax: (228) 865-4162 [www.harrisoncountymiss.gov](http://www.harrisoncountymiss.gov)

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

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E.O.E. and AD.A.

**HARRISON COUNTY, MISSISSIPPI  
JOB DESCRIPTION**

**JOB TITLE:** Summer Intern (Multiple Positions)  
**DEPARTMENT:** Road Department **FLSA STATUS:** Non Exempt  
**REPORTS TO:** Foreman or Superintendent **POSITION CODE:** 5506  
**MAINTENANCE REVIEW DATE:** May 7, 2025 **CLOSING DATE:** May 14, 2025

*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 load various trucks to transport equipment, materials and work crews to work sites and to perform manual tasks as required. Operate grass-cutting equipment on County property and right-of-ways.

**ESSENTIAL JOB FUNCTIONS:**

1. Operates hand and tractor mounted mowing equipment to cut grass or brush from ditches and right-of-ways
2. Loads and secures small equipment on trailers for transport to job site
3. Operate pick-up truck, as needed.
4. Checks assigned equipment daily to assure that tire pressure, fuel, oil and other fluid levels are sufficient, may operate steam cleaner and water hose to clean equipment
5. Notifies Foreman or Superintendent of additional materials or equipment required
6. Operates hand and/or power tools
7. Notifies Foreman or Superintendent of unusual situations and equipment malfunctions
8. Performs unskilled laboring tasks
9. Performs other related duties as required

**SUPERVISORY RESPONSIBILITIES:** None

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to follow simple verbal and written instructions

- Ability to perform manual labor in all weather conditions
- Ability to locate assigned work sites from instructions or maps
- Ability to communicate effectively with others
- Knowledge of all related safety procedures

*These knowledge, skills, and abilities are usually, although not always, acquired through the completion of high school.*

**ADDITIONAL REQUIREMENTS:** Must have a valid Class A Mississippi Driver's License and maintain licensure for duration of employment in this position

**Pay Rate:** \$11.00 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	✓	
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)	✓	