

**GILLESPIE COUNTY**  
**Job Posting Announcement**

Posting Date: 8.23.2022

Closing Date: Until filled



**Department:** Airport  
**Position/Class Title:** Grounds Maintenance/Custodian  
**Supervisor:** Airport Manager  
**Pay Grade:** 11  
**Rate:** \$16.54/hour  
**Employment Status:** Non-exempt

**GENERAL DESCRIPTION**

Under the general direction of the Facilities Maintenance Department Director, this position is responsible for the daily maintenance, appearance and landscaping of County owned facilities to include lawns, shrubs and flower beds. These duties include operating various types of equipment including pickup trucks, tractors, riding mowers, push mowers, weed eaters, trimmers, power tools, and other equipment as may be necessary to properly maintain County landscapes.

**ESSENTIAL DUTIES / FUNCTIONS:**

Essential duties/functions, under the supervision of the Facilities Maintenance Department Director, or designated alternate, may include but are not limited to the following areas:

Maintain the appearance and safety of the County owned grounds, flower beds and gardens. To include but not limited to the following:

1. General mowing
2. Weed eating
3. Edging
4. Tree trimming
5. Tree removal
6. Trimming bushes
7. Removal of brush and debris
8. Weeding flower beds
9. Planting flowers, plant, trees and bushes
10. Establishing new gardens or beds and/or refurbishing existing ones.
11. Applying pesticide to area where deemed appropriate.
12. Perform scheduled maintenance and unscheduled/necessary maintenance and/or repairs as may be required to properly maintain appearance and safety.
13. Perform other tasks as may be assigned or required to maintain and improve grounds/landscaping at all County facilities.
14. Performs other reasonable duties as assigned such as minor facility repair and/or assisting other service/maintenance departments such as the Facilities Maintenance, Custodial, and Information Systems on an as-needed basis.

**SKILLS & ABILITIES**

The ideal candidate will have the ability to:

1. Properly use hand and power tools, push mowers, riding mowers, weed trimmers, chainsaws and any other equipment as deemed necessary for grounds maintenance.
2. Maintain accurate records of maintenance performed and/or needed.
3. Follow safety and good housekeeping practices.
4. Properly operate county vehicles and trailers to transport materials to and from job sites.
5. Respond to emergency and non-emergency repairs and cleanups as needed.
6. Maintain inventory of issued tools, equipment and supplies.
7. Maintain tools and equipment in clean and operational condition and perform minor repairs.

8. Work in a safe and efficient manner.
9. Be watchful of and report any damaged equipment, safety hazard or possible safety hazard to proper authority.
10. Communicate courteously and effectively with co-workers and the general public.
11. Perform assigned duties without continual supervision and to make sound, independent judgments.
12. Manage multiple, changing priorities in a fast-paced environment.
13. Conduct activities in accordance with the Gillespie County safety program and work rules.
14. Coordinate schedules and work projects for volunteers and community service workers in the daily operation of the grounds keeping program.
15. Perform strenuous manual labor associated with the grounds maintenance program and be able to lift moderately heavy objects (up to 50 pounds).
16. Establish and maintain effective working relationships as necessitated by work assignments.

#### **MINIMUM REQUIREMENTS / QUALIFICATIONS**

- High School Diploma or equivalent.
- Must be at least 18 years of age.
- Must maintain a current Texas Driver License and have / maintain an acceptable driving record.
- Must possess a cell phone and accept Gillespie County's cell phone policy. The County offers an established allowance.
- Must pass pre-employment background check.
- Two years experience in related field or an equivalent combination of education and related work experience that provides the required knowledge, skills and abilities to perform the essential duties/functions of this position.
- Must obtain and maintain pesticide applicator license.

#### **Application Information:**

**An Application must be completed for each position. No résumés accepted in lieu of an application form.** Applications can be downloaded from the Gillespie County "Employment Opportunities" link at <https://www.gillespiecounty.org/>

Please return completed application to:

Jennifer Doss: [jdoss@gillespiecounty.org](mailto:jdoss@gillespiecounty.org)

or mail to:

Gillespie County

101 W. Main St., Mail unit #11

Fredericksburg, TX 78624

*Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.*