EMPLOYMENT NOTICE

JOB TITLE: JANITORIAL MAINTENANCE
DEPARTMENT: BURNET COUNTY MAINTENANCE
LOCATION: BURNET COUNTY
SALARY: GROUP 55 ($11.72 - $15.24)

GENERAL STATEMENT OF DUTIES:
This position under the direction of the maintenance supervisor performs a variety of routine and complex, technical and professional work in analyzing various components of the overall maintenance and cleaning of Burnet County facilities and property. This position will be responsible for facility maintenance in addition to the daily janitorial work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
Must have minimum one (1) year directly related experience in basic entry-level Janitorial maintenance, procedure, repair and safety as it pertains to janitorial maintenance. Must be able to use janitorial and maintenance equipment.

ACCEPTABLE EXPERIENCE AND TRAINING:
High school graduate or its equivalent.

CERTIFICATE AND LICENSE REQUIREMENTS:
Must have a Class C driver’s license.

EQUAL EMPLOYMENT OPPORTUNITY:
This office complies with all State and Federal laws re: nondiscrimination against any person in job structuring, recruitment, examination, selection, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, handicap, nation origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupation qualifications and job-related factors such as skill knowledge, education, experience, and ability to perform a specific job.

APPLICATIONS:
Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained between the hours of 8:00 a.m. and 5:00 p.m. from the Human Resources Office, at the Annex on the Square, 133 E. Jackson, Burnet or from the Burnet County website (burnetcountytexas.org). Completed applications will be accepted at the Human Resources Office or by email sluther@burnetcountytexas.org or by fax at 512/715-5259 until position is filled. Applications submitted by fax must be legible.