

DEPARTMENT: SHERIFF

DIVISION: CIVILIAN

POSITION: GROUNDS KEEPER

SUPERVISOR: FLEET MAINTENANCE SUPERVISOR

JOB DESCRIPTION:

The Groundskeeper performs semi-skilled work in the maintenance, care, and modification of Sheriff's office grounds and landscapes which includes the operation of electrically-powered and gasoline-powered grounds keeping equipment and machines, and the use of small hand and power tools or equipment in planting, cultivating, and trimming grounds and landscaping. The Groundskeeper also performs maintenance on grounds keeping equipment and tools, and makes minor repairs (within demonstrated capability) as directed. During down time the grounds keeper will assist the Vehicle Maintenance staff.

EXAMPLES OF TASKS PERFORMED:

1. Mowing
2. Weed eating
3. Edging
4. Maintain sprinkler systems
5. Sprays for weeds, tree trimming, light gardening, snow removal
6. Maintains inventory of parts and supplies
7. Recommends and purchases needed parts
8. Keeps grounds and shop tools/equipment in order
9. Completes and keeps paperwork in order
10. Assists auto mechanic during winter months
11. Performs related work as assigned by supervisor

REQUIREMENTS:

1. Experience as a Groundskeeper and in use of tools required to perform job
2. One year experience as grounds keeper
3. Ability to lift heavy objects
4. Must possess a valid Texas driver's license
5. Must never have been convicted of a felony or Class A Misdemeanor
6. Must not have been convicted of a Class B misdemeanor in the past 10 years
7. Must be able to obtain a Texas jailer license (training provided) - Oversees Inmate workers

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILL

- Training as a groundskeeper and the use of tools required to perform job
- Experience as a groundskeeper
- Ability to lift heavy objects and stand for long periods of time

SALARY : \$51,569.04

JOB APPLICATIONS CAN BE FOUND AT www.co.potter.tx.us

**APPLICATIONS AND RESUMES MAY BE SUBMITTED TO
POTTER COUNTY HUMAN RESOURCES DEPARTMENT AT**

human-resources@co.potter.tx.us

OR

THEY MAY BE MAILED OR DELIVERED IN PERSON TO

900 S. POLK, SUITE 705, AMARILLO TX 79101

806-349-4831

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

A BACKGROUND INVESTIGATION, INCLUDING REVIEW OF ANY CRIMINAL
HISTORY INFORMATION, MAY BE CONDUCTED AS ALLOWED BY LAW.

POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL
ORIGIN, RELIGION, SEX, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF
SERVICES