

Grounds Keeper

Department: Road and Bridge
Slot Number: 684
Department Number: 010-7002

GENERAL DESCRIPTION

These employees are in charge of maintaining the grounds around The Road and Bridge compound, as well as cleaning the offices.

DUTIES:

- Responsible for maintaining all the grounds around the R & B area.
- Maintain and assist in the cleaning of the R & B offices and yard.
- Assist inventory clerk in the inventory of all tools and supplies in stock.
- Assist inventory clerk in the daily disbursement of supplying work crews with the tools and/or supplies needed for projects.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS

Education and Experience

- High School or Equivalency.

Competencies

Some knowledge of

- The rules of safe operation and of the precautions to be taken in order to avoid accidents.
- The occupational hazards and the safety precautions to take.

Proficient skill in

- Maintaining a safe working relationship.

Ability to

- Communicate effectively in English and Spanish.
- Follow verbal and written instructions.
- Comply with the use of personal safety equipment as mandated.
- Move up to 50 pounds without any problems.
- Work other than the regular working hours (in emergencies as needed).

Requisite

- Must possess a valid Texas Drivers License.
- Must pass pre employment Drug and Alcohol test, and Random testing throughout employment with Webb County.

The above statements are not a complete list of all responsibilities, duties and skills held or performed by employees in this job. Employees may perform other related duties as assigned.

Ability to

- Communicate effectively in English and Spanish.
- Follow verbal and written instructions.
- Comply with the use of personal safety equipment as mandated.
- Move up to 50 pounds without any problems.
- Work other than the regular working hours (in emergencies as needed).

Requisite

- Must possess a valid Texas Driver License.
- Must pass pre employment Drug and Alcohol test, and Random testing throughout employment with Webb County.

The above statements are not a complete list of all responsibilities, duties and skills held or performed by employees in this job. Employees may perform other related duties as assigned.