



## Part-Time Maintenance Grounds Keeper

The Town of Fulton is accepting applications for a part-time maintenance grounds keeper. Must have a valid Texas Driver's License, or ability to obtain same. Employment applications may be obtained from Town Hall, 201 N. 7<sup>th</sup> Street, between the hours of 8:00 am and 4:00 pm. or on the Town's webpage [fultontexas.org](http://fultontexas.org). Position open until filled. The Town of Fulton is an EEO/ADA employer.

### **JOB TITLE:**

Part-Time Maintenance Grounds Keeper

### **GENERAL FUNCTION:**

Under direction of Supervisor or other appropriate administrative staff responsible for the general maintenance (mowing/weed-eating/litter & trash removal) of grounds and to do related tasks as required.

### **KEY RESPONSIBILITIES:**

- Mowing of Park, Paws and Taws, and Downtown area.
- Weed-eating of Park, Paws and Taws, and Downtown area.
- Daily cleaning of Park restrooms.
- Empty trash cans in Park and Downtown area daily.
- Pick up trash/litter at Park, Paws and Taws, and Downtown area.
- Other duties as assigned.

### **SUPERVISION RECEIVED:**

Supervisor will inspect work for completion and will ensure that standard operating procedures have been followed.

### **SUPERVISION EXERCISED:**

No supervisory responsibility required.

### **JOB SPECIFICATIONS:**

- Ability to operate mower and weed-eater.
- Ability to understand verbal and written instructions.
- Ability to perform various clean-up tasks as required.

### **LICENSES AND CERTIFICATES:**

- Valid Class C Texas drivers' license.

### **PHYSICAL ABILITIES:**

Ability to see, communicate, and the ability read and write in the English language. Ability to carry items weighing up to 25 pounds and lift to a height of 1-3 feet. Ability to walk, stand, and kneel. Ability to use hand and power tools. Ability to drive in a safe and responsible manner. Ability to follow oral and written instructions. Ability to develop and maintain a positive working relationship with fellow employees and the general public.