

LEE COUNTY COMMISSION

Chairman  
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Members  
Doug Cannon, District 1  
Ross Morris, District 2  
Gary D. Long, District 3  
Tony Langley, District 4  
Richard LaGrand, District 5

**JOB ANNOUNCEMENT**

<b>Job Title:</b> Building and Grounds Worker	<b>Hours of Availability:</b> Monday-Friday; 7am-4:00pm
<b>Closing Date:</b> Until Filled	<b>Position Announcement:</b> BGM01-05-2023(3)
<b>Work Location:</b> Lee County, AL	
<b>Division/Department:</b> Building and Grounds Maintenance	
<b>Reports to:</b> Building and Grounds Maintenance Supervisor	
<input checked="" type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b>	<b>Pay Range:</b> \$35,320.50 - \$40,618.57

**JOB SUMMARY:** This position participates in the performance of buildings and grounds maintenance duties.

- ESSENTIAL JOB FUNCTIONS:**
- Performs grounds maintenance duties such as planting, watering, fertilizing, cultivating, mowing, tree cutting, and raking.
  - Collects litter and debris.
  - Performs general maintenance of building facilities, including replacing ceiling or baseboard tiles, light bulbs, and related building features.
  - Hangs and finishes sheetrock in county buildings.
  - Lays concrete slabs.
  - Paints county buildings.
  - Maintains lawn equipment.
  - Inspects buildings to identify problems or safety hazards.
  - Performs water extraction as needed to prevent damage to floors.
  - Performs custodial cleaning duties in county facilities as needed,
  - Recycles paper, boxes, and aluminum.
  - Sets up all voting equipment for elections; removes same after elections.
  - Responds to citizens' questions and comments in a courteous and timely manner.
  - Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
  - Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
  - Performs other related duties as assigned.

- KNOWLEDGE, SKILLS, AND ABILITIES:**
- Knowledge of county and department regulations, policies, and procedures.
  - Knowledge of proper lawn and shrub care.
  - Knowledge of occupational hazards and safety requirements.
  - Knowledge of safety policies and procedures.
  - Knowledge of the use, maintenance, and repair of hand tools and equipment related to building and grounds maintenance work.
  - Knowledge of traffic hazards, safety principles, rules, regulations and speed limits.
  - Skill in the installation and finishing of sheetrock.
  - Skill in painting.
  - Skill in the use and maintenance of lawn equipment.
  - Skill in the use of custodial equipment and tools.

**QUALIFICATIONS:**

- High School diploma/GED and one (1) year of related experience, or equivalent.
- Possession of a valid driver's license issued by the State of Alabama

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9<sup>th</sup> Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM. An employee in this position is subject to random drug/alcohol testing. Interested applicants may also fax a completed application to (334) 737-3609 or emailed to [humanresources@leeco.us](mailto:humanresources@leeco.us) by the closing date.

Previous applicants should reapply. For more information visit: [www.leeco.us](http://www.leeco.us).

*Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on **race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information** or any other characteristics protected by law. *To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).**