

Coahoma County Board of Supervisors
115 First Street, P. O. Box 579, Clarksdale, MS 38614 662-624-3028

JOB ANNOUNCEMENT

Projects Maintenance Employee

Major Duties & Responsibilities:

To engage in a range of tasks in connection with the upkeep and maintenance of the Moon Lake Recreational sites specified: Pier, Walking/Bike Trail, Pavillion/Exercise Station, Yazoo Pass Landing, Fish Cleaning Stations; Other requests as directed by the County Administrator.

Job responsibilities include landscaping, mowing grass, weed eating, blowing, and spraying; ensuring at all times that the park is attractive and presentable.

To help maintain a high standard of touring to include the upkeep and cleaning of restrooms.

To perform light maintenance work in County Buildings.

To maintain grounds of County Agency Building, Old County Jail, Justice Court, Health Department, DHS – mowing grass & trimming shrubs.

Must have certification in handling inmates for county work as this employee will oversee/manage inmates to provide these services; will also be responsible for picking up and dropping off inmates to and from Correctional Facility; will also be responsible for providing lunch for inmates under the care and direction of Coahoma County Administration.

Must undertake other tasks required from time to time which may contribute towards the successful operation of the facilities.

The Projects Maintenance Employee will report directly to the County Administrator and Special Projects Officer.

General

The successful individual will demonstrate an enthusiastic, pro-active and problem solving approach to the job.

Coahoma County is an equal opportunity employer.

Applications will be accepted until position is filled.