

10031

POSTED

JUN 22 2026

Job Newton County Employee

- Opportunity Announcement
Maintenance

TIME 10:11 AM
BY: *Sandra K. Duckworth*
SANDRA K. DUCKWORTH, COUNTY CLERK

-Date 06 22 2026

Position: **PART-TIME** General Maintenance

- Requirements:
- * Must be at least 18 years of age
 - * Must be able to pass a Drug Test
 - * Must be able to pass a Background Check
 - * Must have a valid Driver's License
 - * Must own transportation and communication device

Duties: Includes, but is not limited to:

Duties and Responsibilities:

- Perform routine maintenance and minor repairs on county buildings and facilities
- Assist with upkeep of county grounds, including mowing, trimming, and general clean-up
- Help with basic plumbing, electrical, painting, carpentry, and repairs as assigned
- Set up and break down rooms or facilities for meetings, events, or county functions
- Maintain cleanliness of work areas, tools, and equipment
- Identify and report maintenance issues, safety hazards, or needed repairs to a supervisor
- Operate basic hand tools, power tools, and equipment as needed
- Follow instructions from supervisors regarding maintenance tasks, safety procedures, and county policies
- Be courteous and professional when interacting with county staff and the public

Safety and Conduct Expectations:

- Follow all county safety procedures and use proper safety equipment when required
- Wear appropriate work attire for maintenance duties
- Be punctual, dependable, and able to work scheduled hours
- Work indoors and outdoors in varying weather conditions, including heat, rain, and cold
- Use good judgment and common sense to maintain a safe work environment
- Maintain a positive attitude and work cooperatively with others

Salary: \$15.00 per hour
Hours: 3 days a week, 9:00 a.m. - 5:00 p.m.

Reports To: Newton County Judge
Supervisor: Rusty Wilkerson

To be considered, please make sure that the Treasurer's Office receives a completed and updated application for our files.