

WEBB COUNTY

Job Vacancy Posting

JOB TITLE: **Driver/Maintenance Slot #2349**
(Detailed Job Description available upon request.)

DEPARTMENT: **Santa Teresita Community Center**

JOB SUMMARY:

Perform routine Building and Vehicle maintenance tasks as well as general duties which include but not limited to intake of confidential information or documents. This position may work long hours and weekends as required by projects or Center schedule.

QUALIFICATIONS:

- High School diploma or GED
- Ability to communicate in English and Spanish
- Some experience in building & vehicle maintenance services or related area
- Some experience in computer literacy

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 30-45 lbs. (food bags, boxes, files and other small equipment or devices)
- Must be able to work indoors and outdoors as needed

OTHER REQUIREMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Webb County Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, motor vehicle record (MVR) and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SALARY: \$10.40

CLOSING DATE: Until Filled

Applications are available at the Administrative Services Department Human Resources Office
1110 Washington St. Suite 204 * Laredo, Texas 78040
Monday — Friday (8:00 a.m. - 12:00; 1:00 p.m. — 5:00 p.m.)
Or On-line at: www.webbcountvtx.gov
All applications must be submitted to Administrative Services office.
You may also call (956) 523-4198 for more information.
Webb County is an Equal Employment Opportunity (EEOC) Employer