
JOB OPENING

Maintenance

September 18, 2025

Re: Maintenance Part-Time Position Opening

Deadline for Application Submission: 10/20/25

No phone or social media inquiries.

Application should be returned to the Tyler County Treasurer's Office at 100 W. Bluff, Room 003, Woodville, TX 75979

Details:

The duties of maintenance staff include, but are not limited to:

The primary duties of this position are:

- General Maintenance – under the supervision of the Maintenance Director and the selected member of Commissioner's Court
- Cleaning Offices; Sweeping, Mopping, Dusting, Windows, etc.
- Exposure to Chemicals: Cleaning, Painting, Gas, etc.
- Climbing Ladders, Lifting (up to 50lbs.), Bending, & Stooping
- Yard Maintenance (mowing, weed eating, raking)
- Other duties as assigned

Knowledge, skills and abilities required:

- Excellent communication skills
- Prior custodial work
- Strong organization skills; Detail oriented
- Strong work ethic
- Strong reading COMPREHENSION
- responsive to inquiries/ HELPFUL NATURE
- Willingness to learn
- Work collaboratively W/OTHER DEPARTMENTS