

County Grounds Keeper

This is a full time position with Big Horn County under the supervision of the County Facilities Manager. The ideal candidate for this position will be self-motivated with the ability to think critically, work well with minimal supervision, and work well as part of a team. This position is responsible for grounds and maintenance of County buildings, parks and fairgrounds. This position will require janitorial duties as assigned. During growing season this position will be responsible for mowing, trimming, watering and maintenance off all assigned facilities. During other months additional duties will include snow removal, additional janitorial duties, and various projects as assigned. This position will coordinate the work of part-time and seasonal help and will work closely with the Big Horn County Fair Manager to ensure the fairgrounds and buildings are well maintained year round. This position will help ensure the annual County Fair is successful and efficient. Duties and required skills include but are not limited to:

- Knowledge of landscaping care and maintenance.
- General janitorial, maintenance and carpentry skills
- General operation and maintenance of landscaping and farm equipment as well as standard power tools.
- Planning and organizational skills
- Ability to perform and supervise building & grounds maintenance
- Ability to analyze situations for potential hazards and concerns
- Ability to work with a variety of people in diverse situations
- Ability to prioritize and multi-task
- Must possess a valid drivers license

This position requires a variety of skills and abilities as well as the ability to work a variety of hours and days as required by weather or events. This position must be able to lift 60 lbs and work in a variety weather conditions. This job description does not detail all of the duties and responsibilities for this position. Other tasks, duties and responsibilities will be assigned as needed.

APPLICATION FOR EMPLOYMENT

Date _____

Directions: Type or print in *blue or black ink*. Answer all questions which are applicable. Please do not state "See Resume".

PERSONAL INFORMATION

Last Name	First Name	Middle	
Address	City	State	Zip
Phone	Day Phone (if Different)	Social Security Number	
Fax Number	E-Mail Address		

EMPLOYMENT INFORMATION

Position for which you are applying _____

Are you employed at the present time? _____ If yes, please complete the information below

Employer's Name: _____

Employer's Address: _____

1. How long have you been with this employer? _____ Present Salary: _____
2. If offered a position, when can you report for work? _____
3. If hired can you show proof of your legal right to work in the U.S.? Yes No
4. Have you ever been dismissed, or asked to resign from any position? Yes No
5. Have you ever been convicted of a felony, or a misdemeanor which resulted in imprisonment? A yes answer to the above question does not necessarily disqualify an applicant from employment. Yes No

If yes to number 4 or 5, please explain: _____

EDUCATION

Please list on the following lines all schools attended and any other pertinent information about your education.

School(s)	Subjects Studied (if applicable)
High School	
College (Including dates attended)	

EMPLOYMENT EXPERIENCE (List most recent experience first)

Name & Address	Position(s) Held	Dates (Start - End)

REFERENCES

Name & Address (Include City, State, Zip)	Phone	Relationship

The following section is to be completed by applicant for an OFFICE POSITION:

Can you type? _____ How many words per minute? _____
 Computer Skills Macintosh _____ PC _____

Please provide computer and software knowledge below:

I certify that all statements made herein and on the enclosed resume are true and correct to the best of my knowledge. I authorize investigation of all statements herein recorded. I release from liability all persons and organizations reporting information required by this application.

Signature

Date