

*COUNCIL MEMBERS*

*Millie Dawkins  
Laura Cook  
Dylan Cook*



*MAYOR Stellartean Jones*

*Doris Hamilton, Clerk/Treasurer*

*Columbus Stephens, Town Administrator*

**Town Of Gray Court**

**Job Vacancy**

The Town of Gray Court is seeking an individual to assume the role of a full-time Maintenance Worker. The individual selected for the position will work under the Maintenance Supervisor; the Maintenance Worker is an entry-level, manual labor position in the performance, operation, and maintenance of the Town's streets. This includes litter pickup, weed eating, and grass cutting along rights-of-way, and other assignments as directed. Some assignments may include the use of hand tools, power tools and the operation of small equipment. Supervision over other workers is not exercised.

Please submit your resume and application outlining your qualifications and experience to: [Columbus.stephens@townofgraycourt.sc.gov](mailto:Columbus.stephens@townofgraycourt.sc.gov).

Position is open until it is filled.

**Main duties and responsibilities include:**

- . Maintain and perform general maintenance to Town property, street right-of-way, parks, medians and parking lots that include string-trimming, and general landscaping duties – including but not limited to cut and trim grass, water and fertilize plants, plant vegetation.
- . Assist in inspection and repairs of doors, windows, locks and other building related systems.
- . Work is usually supervised while in progress and fits a pattern which has been established and explained before the work is started.
- . Assist in setting up and taking down tables, chairs, and decorations, for Town sponsored activities.
- . Assist in maintaining and preparing athletics fields.
- . Perform all other duties as assigned.

**Minimum Qualifications**

- . Must be 18 years old and possess a High School Diploma or equivalent.
- . Understand and follow oral and written instructions.

- . Possession of a valid South Carolina Driver's License.
- . Must be physically able to perform duties in this job classification.

**Benefits**

- . 401 (K)
- . Health Insurance
- . Dental Insurance
- . Retirement Plan
- . Paid Time Off

**Employment Requirements:**

- . Applicants must be subject to a complete background check.
- . Applicants must pass a drug screening administered at the Town's expense.

**Competitive Wages depending on experience.**

**The Town of Gray Court is an Equal Opportunity Employer**