

Position: Part-time Building & Groundskeeper

Old Vanderburgh Courthouse / Vanderburgh County Board of Commissioners' Office

Salary: \$15.00 per hour; 20 hours per week (Monday – Friday)

Job Summary:

The Part-time Building & Groundskeeper will perform general building maintenance and groundskeeping duties at the Old Vanderburgh Courthouse.

Duties/Responsibilities:

- Performs general maintenance repairs that do not require a specialized technician. Examples may include repairing drywall, painting, and repairing doors and other building fixtures.
- Performs routine maintenance on building systems.
- Cleans and assists with the upkeep of the facilities including bathrooms.
- Perform various preventative maintenance tasks.
- Responsible for maintaining the grounds for an aesthetically-pleasing space. (Examples may include picking up trash and debris, raking and bagging leaves, changing light bulbs and outdoor light fixtures, clearing snow and ice from sidewalks and steps, and applying ice melt as needed.)
- Open and close the Old Courthouse as needed.
- Assist with set-up, take-down, and clean-up for events.
- Assist tenants with various building issues and concerns.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Ability to follow instructions from senior maintenance staff.
- Knowledge of general carpentry and repair.
- Ability to use hand and power tools.
- Excellent time management skills.

Education and Experience:

- A high school diploma or equivalent is required.
- Related experience preferred.

Physical Requirements:

- Prolonged periods of standing and walking.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift 50 pounds at a time, and must not be afraid of heights.

Other Requirements:

- Must pass a background check and drug screening.
- May be required the use of a personal cell phone for calls from tenants, security, and the fire department.

Submit a resume and/or completed Vanderburgh County application by email to anilssen@vanderburghgov.org or to:

Alyssa Nilssen

Chief Deputy / Vanderburgh County Commissioners' Office

1 NW Martin Luther King, Jr. Blvd. Room 305

Evansville, IN 47708

Phone: 812-435-5241

Applications can be obtained in the Vanderburgh County Commissioner's Office or at

https://www.evansvillegov.org/egov/documents/1534270964_10771.pdf