



THE JAMES DICK FOUNDATION *for the* PERFORMING ARTS

## ROUND TOP FESTIVAL INSTITUTE

PO Box 89, Round Top, TX 78954 • (979) 249-3129 • festivalhill.org

# Site Maintenance Helper Job Description

We are looking for a Part-time or Full-time employee to work as a Site Maintenance Helper on a 210-acre rural campus. You will report to the Site Maintenance Manager.

## **Hours**

Normal weekday shift 7:30am-4:30pm (hour for lunch)

Some weekends possible in an emergency (i.e., hurricane preparedness, freeze protection, etc.)

Some overtime possible

## **Salary**

Pay starting at \$16 per hour

Biweekly payroll, payday every other Friday

W-2 hourly employee

## **Benefits**

Paid Time Off (PTO) after a period of employment. Paid holidays.

## **Probationary Period**

Thirty day probationary period to assess skills, punctuality and safety practices.

## **Duties include, but are not limited to:**

Interior and exterior building maintenance

Grounds maintenance; public picnic areas (including outdoor furniture); board fence maintenance

Pressure-washing, painting, staining

Shredding, trimming, weed-eating, spraying weeds

Cleaning up wooded areas; hauling off debris to dumpster or burn pile; monitoring controlled burn

Blading gravel drives

Digging trenches with machinery or by hand as part of minor repair jobs on campus

Basic indoor/outdoor plumbing and electrical work (major work is done by contractor)

Campus-wide trash collection including inside buildings, grounds and along roadway

Help with setup for events; campus preparation before summer music festival season

## **Requirements**

Must have a valid Texas driver's license.

Must be at least 18 years old, in good health.

Must be mature, safety-conscious, punctual, reliable.

Must be able to speak and understand the English language.

Must be able to communicate with others and understand and follow directions.

Must be able to work alone with minimal supervision or as part of a team.

Must be able to work in outdoor environment, tolerate extreme temperatures (Central Texas climate).

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## **Skills/Experience**

Must have some experience with operating outdoor machinery (must be able to operate tractor with front end loader, small tractor with attachments, backhoe, zero-turn mower, chainsaw, etc.).

Must be able to maintain equipment; keep maintenance log and maintenance schedule.

Being a jack-of-all-trades is an asset.