

## **Job Title: Laborer / Assistant Office Admin**

Department: Liberty County Road & Bridge Department Precinct 4

Location: Liberty County, Texas

Job Type: Full-Time / Open Until Filled

### **Job Description:**

The Liberty County Precinct #4 Road & Bridge Department is seeking a laborer/office assistant to assist with the construction, maintenance, and repair of county roads. The position involves performing manual labor, and providing backfill for the Office Admin.

### **Duties & Responsibilities:**

- Perform road maintenance tasks, including pothole repair, ditch clearing, brush removal and flagging traffic
- Answering phones (must have good interpersonal skills), documenting work orders from the public
- Utilize Microsoft programs (Word, Excel, Power Point, Outlook) In other words, be computer savvy
- Utilize computers, copiers, scanners, and learn to navigate/operate county owned systems
- Picking up parts and mail
- Cleaning office
- Perform other duties as assigned by the Road & Bridge Supervisor or Office Manager

### **Minimum Qualifications:**

- High school diploma or GED preferred
- Ability to perform physical labor, including lifting up to 50 lbs., standing for extended periods, and working outdoors in all weather conditions
- Possession of a valid Texas Class C driver's license (CDL preferred or ability to obtain)
- Demonstrate basic computer skills and familiarity with Microsoft computing systems
- Must pass a background check and drug screening

### **Salary & Benefits:**

- Competitive wage (depending on experience)
- County benefits package, including health insurance, retirement plan, and paid time off
- Opportunities for comp time and career advancement

### **How to Apply:**

Interested applicants should submit a completed county job application to the Liberty County Precinct #4 Office. Applications can be picked up in person at 1034 CR 605 Dayton, Texas or download online at [www.co.liberty.tx.us](http://www.co.liberty.tx.us) go to quick links, go to employment opportunities, then go to job openings and scroll to bottom of page or type in employment application in search bar.

For more information, contact PCT#4 Barn at (936) 258-5202 or email [PCT4@co.liberty.tx.us](mailto:PCT4@co.liberty.tx.us)