

**UPSHUR COUNTY JOB OPPORTUNITY
ANNOUNCEMENT**

DATE: September 12, 2025 **OPEN UNTIL FILLED**

POSITION: Maintenance Worker

DEPARTMENT: Building Maintenance

BEGINNING SALARY: \$ 1400.00 Semi-Monthly
Full Medical & Retirement Benefits

REQUIREMENTS:

- Must be at least 18 years of age;
- High School graduation or its equivalent;
- Must have ability to understand and carry out oral and written instructions, and request clarification when needed;
- Must have general knowledge in the safe use of all types of maintenance equipment and associated chemicals;
- Must have valid Texas Driver's License with a clean driving record.
- Must have general knowledge in electrical circuitry, HVAC, plumbing and carpentry, for making repairs and any other duties assigned.
- Must have physical ability to climb ladders and to work on top of buildings.
- Must be able to safely operate all types of powered lawn and construction equipment;
- Must be able to lift and carry 50 lbs effectively and safely.
- Must maintain telephone contact with the ability to fill out daily work reports clearly in English.
- Must have flexible work hours.
- Must be able to instruct and work effectively with subordinates.
- Must be able to obtain a jailer certification within a year
- Must be able to pass all requirement for jailer certification under the Sheriff's office

To be considered you must complete an employment application in full and turn it into the Upshur County Treasurer's Office. If you have completed an application in the last two years, you can notify the Treasurer's Office that you want to be considered for this position. Have your month and year of application filing date and your application will be pulled and put in the group to be considered.

UPSHUR COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.