

City of Humble

Job Posting

Part - Time Civic Center Operations

Operations Worker

Date Posted: March 9, 2010
Department/Location: Operations – Civic Center
8233 Will Clayton Blvd – Humble, TX 77338
Hours: TBD – Will be discussed at interview
Posting Deadline: Open Until Filled

Position Objectives: Performs duties in the set up and break down for events held at the Civic Center and other City facilities, may also perform basic building and/or grounds maintenance. Individual selected for this position must have the ability to present a positive image to the public at all times.

Job Duties Include:

- Set up and break down for events held at Civic Center
- Basic building/grounds maintenance

Working Conditions:

- Work is performed both in/outside work areas
- May be working in inclement weather and/or severe temperature ranges

Qualifications and Education Requirements:

- High School Diploma or equivalent
- Ability to read basic safety directions and MSDS
- Ability to pass a physical and drug screen

Applications will be accepted by fax, email, US mail or in person. An application may be obtained from City Hall–114 W Higgins–Humble, TX 77338 or online at the City of Humble's website, www.cityofhumble.com. Interested applicants must fill out an Application for Employment and return to Human Resources prior to posted closing date and time. Completed applications may be emailed to mmiller@cityofhumble.net or faxed to 281-446-3912, Attn: Human Resources.

The City of Humble is an AT-WILL-EMPLOYER and only accepts applications for positions that are currently posted. Applications will be reviewed by Human Resources and qualified applicants will be forwarded to the hiring department for further review. The hiring department will contact selected applicants for interviews. Only applicants selected for interview will be contacted.