



CITY OF CREEDMOOR
Request for Proposals
two Seasonal Contract Laborers

The City of Creedmoor is requesting proposals for two seasonal contract labor positions for the City of Creedmoor located at 5008 Hartung Lane, Creedmoor, Texas 78610. The City encourages minority and women owned business enterprises to apply. Applications or for more details please email finance@cityofcreedmoortx.gov

Position Title:	Contract Labor for Grounds Maintenance
Seasonal:	September – End of January

Job Location: 5008 Hartung Lane, Creedmoor, Texas 78610

Department: Maintenance – Grounds Maintenance and Christmas Trail Instillation

Employment Type: Seasonal Contract Labor until end of December

Starting Rate: \$15.00/hr

Purpose: This position is responsible for assisting the maintenance department in managing the facility and park grounds and assisting with the setting up of the Christmas Trail of Lights

Education: High School Diploma (GED or High School Equivalence Certificate) and valid Class “C” driver’s license

Essential Functions: Essential functions require a regular presence at the workplace on a regular basis. To accomplish this, regular attendance must be maintained. Below is a list of most of the key responsibilities of the position. The following examples do not identify all duties performed by any single employee, and there may be other responsibilities as assigned.

- Participate in manual labor associated with the maintenance, repair, and construction of any park or facility maintenance related tasks
- Effectively complete maintenance tasks to ensure timely resolution of issues and adherence to safety standards
- Remove litter and debris, empty and clean out trashcans, and mow and weed eat around park and facility
- Follow preventive maintenance programs to prolong the lifespan of city assets and minimize downtime.
- Collaborate with departments to determine maintenance priorities and use resources efficiently
- Collaborate with the maintenance team to put up and take down the trail decorations for the Christmas Trail of Lights
- Identify and apply any cost-saving opportunities
- Ensure compliance with safety regulations and city policies during maintenance operations
- Assists with overseeing security and theft of facility, including vandalism or grounds
- Collaborates with city leaders/department heads to ensure best practices
- Participate in a culture of safety, teamwork, and continuous improvement within the maintenance team
- Other duties as assigned