



Position Announcement

Position: Facility Worker

Date Officially Opened: 04/14/2025

Hourly Starting Salary Range: \$18.93 to \$23.85 (DOQ)

(Full Salary Range to \$28.77)

Direct Supervisor: Procurement/Risk Manager

Department: Administration

Normal Work Hours & Location: Monday thru Friday 40 hrs. schedule – Lewisville, TX

Position Function:

Under the supervision of the Procurement/Risk Manager, performs a range of custodial and maintenance work in the care, cleaning and minor maintenance of Upper Trinity Regional Water District buildings and facilities as assigned. As required, handles daily meetings and special functions setups and take downs.

Typical/Essential Duties:

- 1) Performs deep cleaning projects such as polish chairs, desks, tables and shelves, mopping, scrubbing, disinfecting, dusting and polishing.
- 2) Inspects cleanliness of buildings, cleans and deodorize refrigerators as needed, cleans and sanitize the restrooms (to include toilets, urinals, sinks and countertops) and all kitchen areas.
- 3) Handles daily meetings and special functions setups and take downs as required.
- 4) Removes trash and recyclables from offices, common areas and kitchen facilities. Performs periodic floor detailing, removes refuse and debris from District's parking lots and paved areas.
- 5) Responsible for keeping the janitorial closets orderly and monitors inventory for reordering, maintains custodial equipment in proper working conditions.
- 6) Performs periodic maintenance tasks such as changing light bulbs and/or AC filters. Assists in landscaping tasks as needed.
- 7) Performs additional duties as assigned.

Knowledge, Skills and Abilities:

High School Diploma or GED is required. Minimum of six (6) months of janitorial experience is required. Must have the ability to follow both written and verbal instructions and complete tasks as assigned. Ability to work in a team environment, interact professionally and respectfully with co-workers, the public and others in the course of daily work. Must possess a valid Class 'C' Texas Driver's License. Must be able to pass applicable pre-employment Drug Screen, Physical, and Background Checks.

Position is considered "Open until Filled."

Note: All applicants must complete an employment application and submit it to the District's Human Resources Department.

Please visit the District's website at www.utrwd.com to obtain an application and for instructions on how to apply.