

JOB OPENING

Full-Time Maintenance Worker at the Willacy County Administration Building. Applications can be obtained at the Willacy County Judges Office 576 West Main, Room 152, Raymondville, Texas 78580. Phone: 956-689-3393

General Descriptions, Essential Duties and Responsibilities:

- General cleaning of the building and keeping it maintained and in good condition.
- Vacuum, sweep, and mop floors.
- Cleaning and stock restrooms.
- Clean up spills with appropriate equipment.
- Perform minor repairs.
- Notify supervisors or managers of major repairs.
- Collect and dispose of trash.
- Complete tasks in a timely manner with minimal supervision.
- Keep cleaning supplies in stock.
- Ability to manage your time efficiently.
- Perform minor fixes such as repairing broken locks, filling gaps on walls etc.
- Install appliances and equipment
- Do garden/yard upkeep by mowing lawn, collecting trash etc.
- Conduct maintenance tasks such as replacing light bulbs.

- Work well when supervisors are not present.
- Ability to lift at least 25 pounds.
- Handle basic maintenance, building repairs, cleaning, and other janitorial work.
- Able to work safely with a variety of cleaning supplies.
- Able to use basic cleaning equipment.
- Must obtain a Driver's License.

➤ Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.

The start date for this position is immediate. Applications are being accepted until the position has been filled.

Willacy County is an Equal Opportunity Employer and complies with the American with Disabilities Act.