



## HOUSING AUTHORITY OF THE CITY OF FORT WORTH

Human Resources Department  
1201 E. 13<sup>TH</sup> STREET, FORT WORTH, TEXAS 76102  
817-333-3452 Fax 817-348-0496 Job Line 817-810-0189

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### OPEN RECRUITMENT

#### *Job Opportunity*

September 27, 2011

CLASSIFICATION: **CUSTODIAN**  
REPORTS TO: **Working Foreman**  
HOURS: **Full Time**  
PAY RANGE: **\$9.15 -- \$10.44 Per Hour**  
CLOSING DATE: **Open Until Filled**

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#### **Duties and Responsibilities:**

Maintains Authority offices and dwelling and no dwelling facilities in a clean and orderly manner. Performs a variety of tasks involving cleaning and maintaining buildings and grounds and performs other related work as required. Maintains floors by sweeping, stripping, mopping, waxing, and polishing, and shampooing and vacuuming carpets, and replacing floor tile. Empties waste baskets and ashtrays, etc. and disposes of trash and refuse. Checks and changes light bulbs, fuses, washers, air conditioner and furnace filters, and sewer lines. Cleans and disinfects restrooms and water fountains and replenishes restroom supplies. Patches holes in dwelling unit walls. Dusts and polishes furniture, woodwork and shelving. Maintains grounds by picking up litter, watering grass and plants, sweeping sidewalks and parking lots, mowing and edging lawns, raking up leaves and cultivating shrubs and flower beds, loads litter, trash, refuse on truck and takes to dump site. Assists in cleaning and preparing vacant dwelling units for preoccupancy, and sprays units in the four developments for insect and rodent control. Assists in unit make ready. Loading and unloading trucks, moving and hauling furniture and supplies. Assists Maintenance Aides by making minor electrical, plumbing and carpentry repairs such as replacing outlets and doorknobs.

#### **Qualifications and Knowledge:**

High school diploma or GED or six (6) months experience in cleaning and maintenance of public building and grounds or an equivalent combination of education and experience. Good knowledge of techniques, methods, materials, and equipment used in maintaining buildings and grounds. Some knowledge of minor building repair and maintenance of plumbing, heating, cooling, and electrical systems. Ability to understand and follow simple instructions. Skills in use of various building and grounds maintenance tools and equipment (lawn mower, edger, buffer, vacuum cleaner, hand saw, electric drill). Ability to perform moderately strenuous physical activity. Ability to establish and maintain effective working relationships with other employees and residents. **Valid Texas driver's license. Eligibility for coverage under Authority fleet auto insurance. EOE/ADA/D/V**

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**All candidates must provide a completed FWHA employment application. Resumes will not be accepted in lieu of applications.** Employment applications may be obtained at the main office located at 1201 E. 13<sup>th</sup> Street, Fort Worth, TX 76102 between the hours of 8:00 AM - 4:30 PM Monday-Friday, or you may print an application from our website at [www.ftwha.org](http://www.ftwha.org). You may also request an application be mailed to you by calling 817-810-0189. List the position title on your application. All candidates considered for employment will be subject to drug testing, background check, and FWHA assessment testing. Application may be mailed to the above address, faxed to the HR Department at 817-348-0496 or emailed to: [hr@ftwha.org](mailto:hr@ftwha.org).

**No applications/resumes accepted after noted closing date on announcement.**

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