



SOUTHWEST TEXAS JUNIOR COLLEGE

Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221

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swtjc.edu | human.resources@swtjc.edu

EMPLOYMENT OPPORTUNITY

Title: Custodian with Skills/Maintenance

Job ID: 232431710502

Campus: Del Rio

Closing Date: April 15, 2024, or Until Filled

Job Duties: Custodial: performs routine custodial duties, including cleaning and maintenance tasks for college facilities and grounds. Skills: minor plumbing tasks, carpentry skills, painting, change building a/c filters and other related work as required by supervisor. Work rules, code of conduct and other policies are part of the essential functions of the job. Performs other duties as assigned. Security-sensitive position.

Salary: Maintenance Schedule Group IV, 12-month position. Salary commensurate with education and work experience.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: High school diploma or GED desired.

Experience & Training: Two years of custodial experience preferred. Mechanical, electrical, painting and carpentry skills experience.

Additional Preferred Qualification Requirements: Bilingual (English & Spanish). Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of the reference and background check specified for the position. Possible travel required to other geographic locations served by the college. Must have a valid Texas driver's license and be insurable through SWTJC insurers.

SUBMIT APPLICATION TO:

Terrie Dube, Human Resources Director, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. **Submit the following required documents:** (1. Letter of intent, (2. SWTJC Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTJC.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

An Affirmative Action/Equal Opportunity Institution