

COLLIN COUNTY FACILITIES

HOUSEKEEPING UPDATE

-JANUARY 2025-



Housekeeping Update

All positions have been filled

- 19 Full-time Housekeeping Day Porters
- 6 Part-time Housekeeping Day Porters
- 2 Full-time Housekeeping Day Porter Supervisors

Facilities Customer Service Survey

- Launched 12/10/2024 to gather feedback as a baseline for improvement
- Available on mycc until January 31, 2025



**Facilities Maintenance
Organizational Chart
FY2025**

Director of Administrative Services
Yoon Kim

Facilities Director
Rick Monk

Facilities Superintendent
Ricky Thomas
Inspection Management

Office Coordinator
Katie Casey

Secretary
Christy Greenway
Wendy Nelis-Briner

Facilities Tech Coordinator
David Rogers
Grounds Maintenance, Housekeeping,
Parts / Inv, Inspections, CAD

Facilities Tech Coordinator
George King
Energy Mgmt, HVAC Controls, Access
Control, Security

Facilities Tech Coordinator
Ian Capps
Control Room, Work Orders,
Monitoring

Facilities Tech Coordinator
Greg Dearing
HVAC, Generators, Chillers

Facilities Tech Coordinator
Jayson Hopper
General Maintenance,
Inspections, Moves, Renovations

Facilities Tech Coordinator
John Zoski
Incarceration Facilities, Inspections,
Security

Grounds Keeper
William Pate
Troy Hill
Open (3)

Building Maint Technician II
Locksmith / Signage Tech - Josh Ables
Security Tech - Kenny Cline
Generators - Charlie Scott

Control Room Operator
Jerry Bunch
Ron Martin
Shane Maley
Chase Comacho
Patrick Mack
Tim Taylor

Building Maint Technician II
Chris Jackson
Charles Glenn
Casey Reynolds
Chris Mason
John Nilan
(1) - Open

Lead Bldg Maint Tech
Open Plumber
Electrician – Greg Sullivan

Lead Bldg Maint Tech
Open Plumber
Open Electrician

Maintenance Specialist
Clint Hendricks

Housekeeping Supervisor
Eddie Spence

Building Maint Technician II
Travis Nichols
Abraham Moreno
Chris Beaty

Building Maint Technician II
Matt Nibbelin
Kevin Emery

Parts Specialist
Seth Terrazas

Housekeeping Day Porter Supervisor
Britany Atkins
Maria Romo

Building Maint Technician I
Logan Rodriguez
Gary Gray

Building Maint Technician I
Jacob Childress
Tyrone Simpkins
Arie Terrazas

Building Maint Technician I
Zach Rawa
Jacob Valencia
24-Hr Jail Building Maint Tech I
Thanh Nguyen
Scott Love
Benjamin Adrian

Housekeeping – Full Time
Laura Cuevas
Leticia Blanco
Glen Johnson
Ryan Bledsoe
Tammy Burton
Hallie Hathcoat
Sadiq Hussain
Teresa Nambo
Deborah Rodriguez
Shawna Thomas
Elizabeth Michel
Amber Beck
Austin Fisher
Courtine Leach
Angelina Lindsey
Hortencia Ramirez
Abigail Tate
Miguel Rodriguez
Deven Booker

Housekeeping – Part Time
Jose Hernandez
Eudilio Rezende
Scott Richert – 1/14
Robert Trejo – 1/14
Divina Freeman – 1/15
(1) Open Part Time **FILLED**

Maintenance Specialist
Eloy Alvarado
Pat Walton
Chris Reynolds

Maintenance Specialist
(1) Open

- Current Positions:**
- 1 – Director
 - 1 – Superintendent
 - 1 – Office Coordinator
 - 6 – Tech Coordinators
 - 2 – Lead Bldg Main Tech (Plumber)
 - 2 – Lead Bldg Main Tech (Electrician)
 - 14 – Bldg Main Tech II
 - 10 – Bldg Main Tech I
 - 5 – Maint Specialist
 - 5 – Grounds Keepers
 - 6 – Control Room Operators
 - 28 – Housekeepers
(21 Full Time / 7 Part Time)
 - 2 – Secretary
- Current Open Positions**
- 3 - Grounds Keepers
 - 1 - Maintenance Specialist
 - 1 - Building Maintenance Tech II
 - 3 - Lead Building Maintenance Techs



Housekeeping Update

Other Staffing Updates

- We have a master plumber applicant. HR is working a database of registered master plumbers/electricians
- Expanding the search to Grayson, Dallas, and Denton counties
- Building Maintenance Technician II – HVAC – four (4) applicants in so far
- Grounds Keeper – Slow movement and HR is working this
- Maintenance Specialist – Similar to Grounds Keeper – Slow movement and HR is going to follow up



Housekeeping Improvement Plan

- Started trash service on 1/13/2025 at courthouse Judges' chambers.
 - Gradual expansion of trash service
- Carpet and tile at courthouse professionally cleaned
- Supervisors to focus on training and Quality Control
- Bathroom cleaning improvement plan
- Cleaning logs for service documentation
- Reform service request process



Collin County Facilities

Guidelines for Service Ticket Requests



Key Elements of Service Tickets

- Building Name
- Contact Person
- Door Number
- Phone Number/Extension
- Level of Urgency
- Description of Problem



Submit Ticket Here

Control Room
(972) 547-5353 (or 5339)
controlroom@co.collin.tx.us