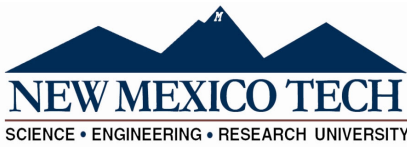


Posted: April 30, 2024



POSITION ANNOUNCEMENT

TITLE: LEAD CUSTODIAN

DEPT: FACILITIES MANAGEMENT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$15.76-\$19.06

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Under Minimal or no supervision, responsible for training, special projects, scheduling, and assigning work in absence of supervisor. 10%

Responsible for special projects such as summer conferences, special events, tables and chairs delivery and set-up, moving furniture, and dorm cleaning. 15%

Must keep records and reports. 15%

Supply deliveries. 15%

Maintaining chemical systems. 10%

Assist supervisor with inspecting. 10%

Cleaning of buildings. 20%

Other duties as assigned. 5%

JOBS FUNCTIONS:

Responsible for maintaining equipment.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Must have 5-10 years of experience as a custodian. Must have 2-5 years' experience as a supervisor or equivalent. Ability to establish and maintain good working relations with subordinates as well as other supervisors and management personnel. Ability to prepare written reports and other correspondence related to the job as necessary. Must have a thorough knowledge of the operation of mechanical cleaning equipment. Ability to instruct custodians on daily manual tasks. Must have a New Mexico Driver's License.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 30%	Sitting 50%	Walking 20%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu