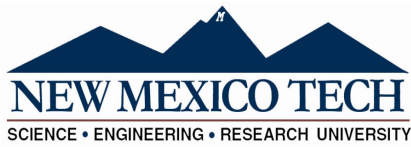


Posted: September 12, 2023



POSITION ANNOUNCEMENT

TITLE: CUSTODIAN

DEPT: PRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$15.00

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 general supervision, performs custodial duties to include dusting, mopping, finishing and buffing floors, vacuuming and shampooing carpets, cleaning and restocking restrooms. Housekeeping duties include cleaning guest/ customer quarters, changing and laundering and stocking towels, stocking toiletries. Keep common areas, offices and classroom buildings in a clean, presentable condition for employees, customers, vendors and guests.

JOB FUNCTIONS:

Finishing and buffing floors 12.5%
Dusting 12.5%
Sweeping and mopping 12.5%
Housekeeping duties include cleaning guest/ customer quarters, changing and laundering bedding/ linens, laundering and stocking towels, stocking toiletries. 12.5
Keep common areas, offices and classroom buildings clean, presentable conditions for employees, guests, customers, and vendors. 12.5%
Vacuuming and shampooing carpets 12.5%
Cleaning and restocking restrooms 12.5%
Laundry 12.5%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Six months of custodial experience required. Must have experience using a buffer and extractor. Valid NM Driver's License. A pre-employment drug screen upon hire.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 30%	Sitting	Walking 30%	Pulling 5%
Pushing 20%	Lifting 10%	Stooping 5%	Kneeling 5%
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu