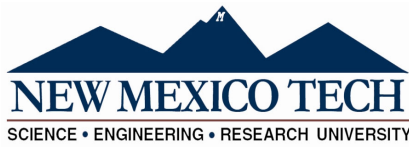


Posted: August 2, 2023



POSITION ANNOUNCEMENT

TITLE: CUSTODIAN I (4)

DEPT: FACILITIES MANAGEMENT

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 maintenance duties including dusting, mopping, finishing and buffing floors, vacuuming and shampooing carpets, cleaning and restocking restrooms. Other Job Duties as assigned.

JOB FUNCTIONS:

Cleans restrooms and restocks paper and soap supplies, wipes, downs walls, and stalls. 30%
Vacuums carpet and mops floors. 30%
Dust furniture. 12%
Ensures proper care and routine maintenance of equipment. 3%
Keeps custodial closet stocked and supplies neat and clean. Keeps MSDS book on hand. 4%
Empties trash receptacles/bags trash for proper disposal; picks up trash 15 ft beyond the building. 13%
May oversee and assist with snow removal; performs misc. job duties as assigned. 8%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. One (1) year of Custodial Experience. 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	F
50 - 100 pounds	F
100 + pounds	O

PHYSICAL DEMANDS:

Standing 40%	Sitting	Walking 10%	Pulling 5%
Pushing 20%	Lifting 10%	Stooping 5%	Kneeling 5%
Crawling	Climbing	Reaching 10%	Other

Apply to: nmtjobapps@npe.nmt.edu