

**Posted:** June 4, 2021



## POSITION ANNOUNCEMENT

**TITLE:** LEAD CUSTODIAN

**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:** June 14, 2021\* 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 DUTIES:**

Under minimal to no supervision, responsible for training, special projects, scheduling, and assigning work absence of supervisor. Responsible for maintaining equipment. Responsible for special project such as: summer conferences, special events, tables and chair delivery and set-up, moving furniture, dorm cleaning. Must keep records and reports. Responsible for Custodian II's. Supply deliveries. Maintain chemical systems required. Assist supervisor with inspecting.

### **REQUIRED QUALIFICATIONS:**

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar basic composition and math. Must have 4+ years as a custodian required. Must have 5+ years' experience as a supervisor or equivalent required. Ability to establish and maintain good working relations with subordinates as well as other supervisors and management personnel required. Ability to prepare written reports and other correspondence related to job as necessary. Must have thorough knowledge of operation of all mechanical cleaning equipment required. Ability to instruct custodian on a daily manual tasks that require strength (safety) required. A valid NM Driver's License required.

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu) OR NMT/ HR 801 Leroy Place Brown Hall Box 082, Socorro, NM 87801