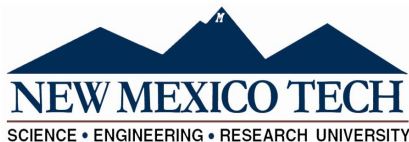


Posted: March 30, 2026



POSITION ANNOUNCEMENT

TITLE: CUSTODIAL SUPERVISOR

DEPT: PRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$36,400 - \$47,340.80

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 DEPARTMENTAL 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:

Manages and coordinates custodial operations across Playas Research and Training Center facilities, ensuring compliance with health, safety, and cleanliness standards pertinent to housing, research, and educational environments. Develops and implements custodial policies, procedures, and quality assurance programs. Establishes and maintains collaborative relationships with divisions at PRTC to meet facility cleanliness expectations.

JOB FUNCTIONS:

Manages and coordinates custodial operations across Playas Research and Training Center facilities, ensuring compliance with health, safety, and cleanliness standards pertinent to housing, research, and educational environments. Develops and implements custodial policies, procedures, and quality assurance programs. Establishes and maintains collaborative relationships with divisions at PRTC to meet facility cleanliness expectations.

Develops, implements, and enforces custodial policies and procedures in alignment with university, state, and federal regulations to ensure a safe and sanitary environment; contributes to strategic planning by aligning custodial goals, initiatives, and programs with short- and long-term institutional objectives.

Participates in the management and administration of operating and capital budgets; Monitors expenditures to ensure cost-effective operations.

Plans and executes cleaning projects and initiatives; develops strategies to enhance service quality and operational efficiency.

Oversees contracts with external vendors and service providers; ensures compliance with contractual obligations and quality standards.

Oversees the supervision of personnel, which includes work allocation, training, promotion, enforcement of internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.

Serves as a liaison between custodial services and center departments; addresses concerns and ensures customer satisfaction.

Conducts regular inspections and audits to maintain high standards of cleanliness and to identify areas for improvement.

Maintains comprehensive records of custodial activities; prepares reports on operational performance and compliance metrics.

Coordinates custodial response to emergencies, including biohazard incidents and weather-related events, ensuring rapid and effective action. Performs miscellaneous job-related duties as assigned.

REQUIRED QUALIFICATIONS:

High school diploma or GED; at least 5 years of experience directly related to the duties and responsibilities specified. Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year-for-year basis. Ability to develop and maintain recordkeeping systems and procedures. Ability to communicate effectively, both orally and in writing. Knowledge of customer service standards and procedures. Skill in organizing resources and establishing priorities. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Ability to monitor and/or maintain quality control standards. Ability to resolve customer complaints and concerns. Knowledge of all aspects of custodial services. Knowledge of organizational structure, workflow, and operating procedures. Ability to supervise and train employees, including organizing, prioritizing, and scheduling work assignments. Ability to coordinate and/or supervise independent contractors. Employee development and performance management skills. Possession of a valid New Mexico driver's license is a requirement for this job. Must pass a pre-employment criminal background check.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

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

Apply to: nmtjobapps@npe.nmt.edu