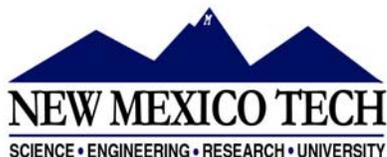


Posted: February 21, 2018



RE-OPEN 2/21/18
POSITION ANNOUNCEMENT

TITLE: CUSTODIAN

DEPT: FACILITIES MANAGEMENT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$9.00

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

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 DUTIES:

Under general supervision, performs custodial maintenance duties including dusting, mopping, finishing, buffing floors, vacuuming and shampooing carpets, cleaning and restocking restrooms. Vacuums, sweeps and mops floors, empties trash receptacles, dusts, cleans windows and glass doors, disinfects restrooms, restocks paper and soap supplies, wipes walls, doors, and handrails. Extracts carpets, strips, waxes, and buffs floors. Ensures proper and routine maintenance of equipment. Keeps custodial closet and cart stocked and neat. Picks up trash 15 feet beyond exterior of building. Cleans out cigarette urns. Takes down spider webs. Clean light fixtures. Performs building walk-through on a regular basis and reports vandalism and maintenance needed in building. Residence Halls: Cleans and disinfects restrooms and shower areas. Performs miscellaneous job duties as assigned. Wears required uniform and uses safety equipment as job requires. Dorm cleaning for summer conferences, moving furniture and delivering table and chairs.

REQUIRED QUALIFICATIONS:

Must read and comprehend instructions, write information and complete simple forms. Must have six (6) months custodial experience. Must have experience using a buffer and extractor. Must have a valid New Mexico driver's license.