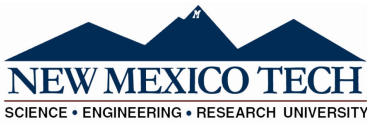


Posted: June 14, 2024



POSITION ANNOUNCEMENT

TITLE: CUSTODIAN (3)

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.

**Located in Playas, NM*

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. 10%
- Vacuums carpet and mops floors. Finish and buffing floors. 15%
- Housekeeping duties include cleaning guest/ customer quarter, changing and laundering bedding/ linens, laundering and stocking towels, stocking toiletries. 30%
- Ensures proper care and routine maintenance of custodial equipment. 10%
- Helps keep custodial areas clean, supplies stocked and organized. 5%
- Keeps common areas, offices and classroom buildings clean in presentable conditions for employees, guests, customers and vendors. 15%
- Laundry and performs misc. job duties as assigned. 15%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Valid NM Driver's License.

DESIRED QUALIFICATIONS:

Basic computer skills.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 30%	Sitting 50%	Walking 20%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu