



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0065
PUBLIC WORKS
CUSTODIAN

Position Title:	Custodian	Pay Level:	\$13.47 - \$20.21
Position Open Date:	10/18/2023 - Until Filled	Department:	Public Works
Position Status:	Full-Time	Classification:	Non-Exempt
Supervisor:	General Supervisor	Location:	Public Works

POSITION SUMMARY:

Responsible for performing standard custodial and cleaning duties in buildings, facilities, and adjacent grounds.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbents may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High School Diploma or General Equivalency Diploma (GED).

REQUIRED CERTIFICATES, LICENSES TRAINING, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
CPR & First Aid certification within four (4) months of the date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Strength and mobility to work in a typical maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing, and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50

pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to performance under adverse environmental conditions and exposure to chemicals, biohazards and electrical currents.

ESSENTIAL FUNCTIONS:

- Sweeps, mops, scrubs, and polishes floors; sweeps, vacuums, and spots clean carpeted areas. Dust and polish furniture and woodwork; dust counters, windowsills, window blinds, and similar fixtures.
- Empties, cleans and lines waste receptacles and disposes of trash.
- Washes doors, windows, walls, ceilings, window blinds, and furniture; polishes metalwork; cleans lighting fixtures.
- Cleans and disinfects restrooms; restocks restroom supplies as necessary.
- Closes windows, turns off lights, and locks doors to secure buildings.
- Reports the need for maintenance or repair of facilities to the appropriate supervisor; corrects or reports any fire or safety hazards and places barriers in public areas.
- Maintains equipment, materials, and supplies in proper condition.
- Observes safe working practices, including maintaining storage areas in a safe condition.
- May set up meeting rooms and rearrange furniture.
- May drive a Pueblo motor vehicle to specified work sites.
- Requisitions materials, supplies and equipment; ensures adequate supply inventories.
- Maintains a variety of records; makes periodic and special reports of work performed.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Proper cleaning methods, and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
- Use and minor maintenance of hand and power tools and equipment used in custodial work.
- Basic shop mathematics.
- Safe work methods and safety regulations pertaining to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Basic records management principles and practices.

Skill in:

- Safely using and maintaining hand and power tools related to the work.
- Reading and interpreting standard plans, schedules, and instructions.
- Understanding and following oral and written directions.
- Preparing basic records and reports of work performed.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Performing custodial tasks.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024