

NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO 87701
PUBLIC VACANCY NOTICE

Posting Date: July 24, 2009

Deadline Date: Open Until Filled

Position: Lead Custodian

Department: Facilities Services

Rate: \$9.50/Hr.

Job Type: 12months/Full-Time

FLSA: Non-Exempt

REPORTS TO: Custodian Manager

SUMMARY: This position is responsible for functioning as a lead worker while performing a variety of custodial tasks in assigned areas.

DUTIES & RESPONSIBILITIES:

- Vacuuming, sweeping, and emptying trash receptacles.
- Cleans restrooms and restocks paper and soap supplies.
- Performs routine maintenance to custodial equipment and/or supplies.
- Directs the work of lower level Custodial Workers to include assigning workload and monitoring employee performance.
- Ensures proper care in the use and maintenance of equipment and supplies.
- Promotes continuous improvement of workplace safety and environmental practices.
- Maintains adequate supplies for the day to day needs of custodial staff.
- Cleans fixtures, blinds, pictures, shelves, drapes and ashtrays.
- Wash windows, restrooms and kitchens.
- Assist in shoveling snow in entryways.
- Move furniture and perform set-ups as necessary.
- Shampoo carpets, strips and waxes floors, as required.
- Shovels snow in entryways as required.
- Dusts and Mops floors.
- Maintain regular attendance
- Perform other related duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to understand and carry out verbal and written instruction.
- Knowledge in properly handling hazardous chemicals and materials.
- Knowledge in proper cleaning techniques.
- Knowledge of safety procedures.
- Ability to give direction while functioning as a lead worker.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Ability to understand and follow safety procedures.
- Ability to operate vacuums and other related equipment.
- Ability to read and write effectively.
- Ability to understand, follow and enforce safety procedures.
- Ability to use hand and power tools applicable to trade.
- Ability to lead and train staff.

MINIMUM QUALIFICATIONS:

- **Education:** High School Diploma or GED
- **Experience:** Three (3) years experience working as a Custodial Worker.

EMPLOYMENT REQUIREMENTS:

- Must be willing to work evenings, weekends, holidays, odd hours, and emergency calls.
- Must possess and maintain a valid New Mexico Driver’s License.

PHYSICAL REQUIREMENTS:

- Lifting 0 to 50 pounds.....Frequently
- Lifting greater than fifty (50) poundsOccasionally
- Standing.....Frequently
- Walking.....Frequently
- Bending.....Frequently
- Squatting.....Frequently
- ClimbingFrequently
- KneelingFrequently

ENVIRONMENT FACTORS:

- May be exposed to hazardous chemicals and materials.
- Work in dirty/dusty conditions.....Frequently
- Work in noisy conditions.....Occasionally
- Work around fumes and odors..... Frequently
- Work in wet and humid environments.....Occasionally
- Work in poorly lit areas.....Occasionally
- Work on elevated heights.....Occasionally

APPLICATION PROCEDURE: Candidates must submit a University Employment Application. References will be contacted in conjunction with interviews. Submit materials to:

**New Mexico Highlands University
 Human Resources
 Search: Lead Custodian
 Box 9000
 Las Vegas, NM 87701**

Email applications will be accepted: metrujillo@nmhu.edu

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 For disabled access or services call 505-454-3242 or TDD 505-454-3003.