

NEW MEXICO JUDICIAL BRANCH

CUSTODIAN

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under authority of the New Mexico Judicial Branch, preserve and maintain the Court Building grounds and Building. Under supervision, clean offices, judges' chambers, courtrooms, bathrooms, and common areas. May assist in providing security for building.

QUALIFICATIONS

Education: None.

Experience: None.

Licensure: Valid New Mexico Driver's License.

Knowledge: Knowledge of cleaning equipment and tools and their hazards and multi purpose cleaners. Knowledge of the nature of historic buildings.

Skill & Ability: Ability to offer good customer service; to comprehend and execute oral and written instructions; to maintain confidentiality; read and interpret Material Data Safety Sheets (MSDS) and other warning and product use labels; communicate with supervisors; operate a Commission vehicle; use different cleaning tools properly and safely; climb a ladder; work in confined spaces; learn on the job and to ask questions if assignment is not understood; ability to appreciate the nature of a historic building; work outside in inclement weather; work second and third shift schedules.

EXAMPLES OF WORK PERFORMED

Vacuum carpets and mop floors; dust and polish furniture, equipment and floors; empty trash cans and replace liners; clean baseboards, windows, mirrors and doors using multipurpose cleaners; wash pitchers, cups and glasses; clean blinds, sinks and toilets; replace toilet paper, paper towels, seat covers and soap; make rounds of building every hour to check for locked doors and windows; check for leaking pipes and mechanical systems malfunction; report any incidents or observations to supervisor, and other duties as assigned.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing the tasks assigned to this job:

Work is performed in an office or court environment and outside. The employee is frequently required to reach forward with hands and arms; lift, carry and/or move furniture and equipment, push or pull up to 75 pounds; and perform repetitious hand, arm or finger motions. Employee may be expected to climb a ladder, crawl on the floor, work in confined spaces, exposed to inclement weather, fluctuating building temperatures, loud noises, electrical shock, and toxic/noxious fumes associated with cleaning and hazardous materials. Shoveling snow is required in the winter.

Employee may be expected to work weekends, holidays, graveyard or swing shifts. Overtime and/or flexible work hours may be required.