

NEW MEXICO JUDICIAL BRANCH

EVENING CUSTODIAN

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

SUMMARY

Under authority of New Mexico Supreme Court Building Commission, preserve and maintain the Supreme Court Building grounds and the Supreme Court building, which is listed on the registry of historic buildings. Under supervision, clean offices, judges' chambers, courtrooms, bathrooms and common areas. Assist in providing security for building.

QUALIFICATIONS

Education: Eighth grade education.

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 (SDS) and other warning and product use labels; communicate with supervisors; use different cleaning tools properly and safely; learn on the job and to ask questions if assignment is not understood; and ability to appreciate the nature of a historic building.

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; and 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. The employee is frequently required to reach forward with hands and arms; push or pull up to 75 pounds; and perform repetitious hand, arm or finger motions. Employee may be exposed to fluctuating building temperatures, loud noises, and toxic/noxious fumes associated with cleaning and hazardous materials.