

**COUNTY OF LINCOLN  
Job Description Form**

**Division/Department:** Maintenance

**Job Title:** Custodian

**Reports to:** Admin.Assist/Human Resources Director

**Level/Grade:** 13

\$12.9202 probation rate

\$13.5660 after 6 months probation

**Type of position:**

- Full-time
- Part-time
- Temporary/Seasonal
- Emergency Hire

**Hours** 40/Week

- Classified
- Unclassified

**General Description:**

Under general supervision, performs custodial maintenance duties, including dusting, mopping, finishing and buffing floors, vacuuming and shampooing carpets, cleaning and restocking restrooms within the County Courthouse and County Judicial Complex. Duties and responsibilities include the following: dusts and mops floors; vacuum carpets; cleans restrooms and restocks paper and soap supplies; performs routine maintenance to custodial equipment and supplies; empties trash receptacles and bags trash for proper disposal; may change light bulbs as directed; locks doors after cleaning areas, if required; ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices; may oversee and/or assist with snow removal activities; dust and clean desks, chairs, cabinets, telephones, clean window sills, and dust mop tile floors within offices on a daily basis; clean windows inside and outside as needed; thoroughly clean window blinds within offices approximately once every month; clean fixtures and ceiling fans as needed. Monitor level of supplies available, and inform supervisor, in writing, when new supplies are required. Must be able to ask questions of supervisor, and listen to and follow simple verbal instructions. Must be able to plan work schedule accurately so as to adhere to time demands. Must be able to maintain regular work schedule, so as to complete necessary tasks according to schedule. Must be able to maintain level of mental alertness in performing repetitious work, in order to ensure safety. Employee must perform all duties with minimal supervision; may be required to work irregular hours; attend job related meetings; and perform other duties as assigned.

**Education/Work Experience/Certification/Training Requirements/Abilities/Skills:**

- High school diploma or GED certification.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- Ability to understand and follow safety procedures; lift and manipulate heavy objects; operate vacuums and other related equipment; and the ability to safely use cleaning equipment and supplies.
- Must interact with the public and staff in a pleasant manner.

**Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:**

- Majority of work is performed indoors. Some essential duties require the employee to perform outdoors.
- Hazards or potential hazards of the job include use of cleaning equipment, such as a buffer, climbing a ladder or staircase, working on wet or slippery surfaces, and working with a wide variety of potentially harmful chemicals.
- Buffer machine, stripper machine, vacuum cleaner, duster, mop, bucket, wringer, dust mop, push broom, dust pan, ladder, and various materials. Uses telephone, calculator, copy machine, various materials and products; and drives county vehicles.
- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.

**Comments on Physical Requirements:**

Considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 60 pounds. Physical work is a primary part (more than 70%) of job.

**Approved by:**

**Date Posted:**

**Date Hired:** \_\_\_\_\_

**Employee Declaration:**

I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_