TITLE:	Custodian	**JOB CODE:**	5435
DEPARTMENT:	Parks and Maintenance	**FLSA:**	Non-Exempt
PREPARED:	November 2005	**FLSA CLASS:**	Labor/Trade
UPDATED:	March 29, 2022	**WORK LOCATION:**	Farmington, NM
		REMOTE WORK ELIGIBLE:	NO

Summary: Under general supervision, maintains, cleans and sanitizes spaces in and around County office and other public buildings.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Sanitizes restrooms; uses dust mop, sanitizes toilet bowls and urinals, scours and cleans sinks, fixtures and mirrors, and empties trash receptacles.
- Cleans office areas; dusts desks, filing cabinets, tables, computers, credenzas, and other office equipment; empties trash receptacles; vacuums and provides other general cleaning.
- Cleans break rooms; cleans the coffee machines, scours the sinks and polishes the fixtures; cleans counters, tables, floors and empties the trash.
- Cleans windows inside and out; shampoos carpets twice a year.
- Strips and waxes floors; buffs floors with stripping solution; mops and applies wax; polishes the floors with a buffing machine.
- Sweeps sidewalks around buildings; sweeps mats, cobwebs, and provides general cleaning.
- Mixes chemicals as necessary for cleaning solutions; applies appropriate chemicals as needed for cleaning processes.
- Maintains and stocks the custodial cart daily; cleans water fountains with scouring cleanser and glass cleaner to sanitize; changes lamps as necessary; restocks paper products as necessary.
- Cleans heating and air conditioning vents as needed.
- Assists in maintaining grounds around assigned buildings.
- Assists in setting up for County meetings and events; assists in clean-up after meetings and events.
- Observes all safety regulations in performing duties.
- Works events at McGee Park.
- Performs other related duties as assigned.

Required Knowledge and Skills:
- Knowledge of cleaning materials, equipment and processes.
- Knowledge of safety policies and procedures.
- Knowledge of material safety data sheets.
- Knowledge of County policies and procedures.
- Skill in the use of cleaning equipment and products.
- Skill in reading and interpreting documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Job Description
Custodian

- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in maintaining effective working relationships with County staff.
- Skill in following oral and written instructions and procedures.
- Skill in communicating effectively.

Education and Experience
- High School diploma or GED equivalent.
- One year of custodial or maintenance experience, preferred.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:
- Work is performed in an office and an outdoor environment; frequently exposed to wet and humid conditions; moving mechanical parts; high, precarious places; outside weather conditions; extreme cold; and extreme heat. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually very loud.
- Full-time work hours for this position consist of nights, weekends, holidays, and overtime. Rotating weekend and overtime scheduling are a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:
- Equipment utilized includes standard custodial equipment and chemicals.

Approvals:

Employee: _____   **Date:** _____

Supervisor _____   **Date:** _____

Department Head: _____   **Date:** _____