



**PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2022-011  
HEALTH & HUMAN SERVICES  
FACILITIES  
CUSTODIAN**

---

<b>Position Title:</b>	Custodian	<b>Pay Level:</b>	\$15.00
<b>Position Open Date:</b>	12/16/2022 – Until Filled	<b>Department:</b>	Facilities
<b>Position Status:</b>	Full-Time	<b>Classification:</b>	Non-Exempt
<b>Supervisor:</b>	Senior Custodian	<b>Location:</b>	Health & Human Services

---

**POSITION SUMMARY:**

This position is responsible for performing standard custodial and cleaning duties in buildings, facilities, and adjacent grounds.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

High School Diploma or General Equivalency Diploma (GED).

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation  
CPR & First Aid certification within four (4) months of date of employment.

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces;

[Pueblo of Jemez – Human Resources Department](#)  
[PO BOX 100 Jemez Pueblo, New Mexico 87024](#)  
[Phone: \(575\) 834-6333](#)  
[Fax: \(575\) 834-0604](#)  
[E-mail: humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)

strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone. Work is subject to performance under adverse environmental conditions and exposure to chemicals, biohazards and electrical currents.

**ESSENTIAL FUNCTIONS:**

- Sweeps, mops, scrubs, and polishes floors; sweeps, vacuums and spot clean carpeted areas. Dusts and polishes furniture and woodwork; dusts counters, windowsills, window blinds and similar fixtures
- Empties, cleans and lines waste receptacles and disposes of trash
- Washes doors, windows, walls, ceilings, window blinds and furniture; polishes metalwork; cleans lighting fixtures
- Cleans and disinfects restrooms; restocks restroom supplies as necessary
- Closes windows, turns off lights, and locks doors to secure buildings
- Reports the need for maintenance or repair of facilities to the appropriate supervisor; corrects or reports any fire or safety hazards and places barriers in public areas
- Maintains equipment, materials and supplies in proper condition
- Observes safe working practices, including maintaining storage areas in a safe condition
- May set up meeting rooms and rearrange furniture
- May drive a Pueblo motor vehicle to specified work sites
- Requisitions materials, supplies and equipment; ensures adequate supply inventories
- Maintains a variety of records; makes periodic and special reports of work performed
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

**REQUIRED KNOWLEDGE AND SKILLS:**

- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools and equipment
- Use and minor maintenance of hand and power tools and equipment used in custodial work
- Basic shop mathematics
- Safe work methods and safety regulations pertaining to the work
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Basic records management principles and practices
- Safely using and maintaining hand and power tools related to the work
- Reading and interpreting standard plans, schedules and instructions
- Understanding and following oral and written directions
- Preparing basic records and reports of work performed
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities
- Performing custodial tasks

**To apply for the position posted, please apply as follows;**

**Send;**

**Pueblo of Jemez Job Application**

**Cover Letter**

**Professional Resume**

To;

[humanresources@jemezpuablo.org](mailto:humanresources@jemezpuablo.org)

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

[www.Jemezpuablo.org](http://www.Jemezpuablo.org)