



Rio Arriba County

JOB DESCRIPTION VACANCY

CUSTODIAN II – FULL TIME

JOB TITLE: Custodian II
DEPARTMENT: Public Works
DIVISION: Building Maintenance
SALARY Range: (C-03) Per-schedule / \$15.56 to \$20.56
POSITION STATUS: Full Time
Primary Location: Tierra Amarilla
FLSA Classification: Classified

Position Summary:

Under general supervision of the Public Works Director/Building Maintenance Supervisor or designee, candidate will perform janitorial duties and perform other duties as assigned. Perform maintenance on Buildings and equipment as needed.

The general level and nature of this position are described in the headings below. This is not an all- inclusive list of all responsibilities/ duties/ and skills required of personnel in this classification. Duties/responsibilities and activities may change at any time with or without notice.

Essential Duties and Responsibilities:

- Cleans floors, window, shampoos carpets, removes snow from sidewalks, moves furniture
- Landscaping includes watering of plants mowing grass
- Performs minor and major adjustments as well as minor mechanical repairs
- Loads and unloads materials and equipment
- Maintains security by checking locks on doors and windows
- Collects and disposes of garbage
- Inspects facility for needed repairs, maintains contact and reports infractions to immediate Supervisor
- Employee will maintain required documentation and perform other duties as assigned by Director/Supervisor/Designee and perform all duties to the best of his ability

Minimum Qualifications:

- Demonstrate the ability to perform the duties required at the journeyman level.
- High School Diploma or GED required.
- Shall be able to maintain a valid New Mexico driver's license or obtain one within one (1) month of hire

Recommended Qualifications:

- Have knowledge of any combination of heavy-duty equipment operation



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- Certified in heavy-duty equipment operation school or training and/or practical experience operation medium to heavy-duty equipment totaling two (2) years
- Be responsible and accountable for property assigned to you
- Successful completion of thorough background investigation, Must not have been convicted of a felony
- Shall be able to maintain a valid New Mexico driver's license or obtain one within one (1) month of hire

Preferred Qualifications:

- Have knowledge of any combination of heavy-duty equipment operation
- Certified in heavy-duty equipment operation school or training and/or practical experience operation medium to heavy-duty equipment totaling two (2) years
- Successful completion of thorough background investigation, may include FBI fingerprint check. Must not have been convicted of a felony
- Shall be able to maintain a valid New Mexico driver's license or obtain one within one (1) month of hire

Knowledge, Skills, and Abilities:

- Have knowledge of any combination of heavy-duty equipment operation
- Certified heavy-duty equipment operation school or training and/or practical experience operation medium to heavy-duty equipment totaling two (2) years
- Demonstrate the ability to perform the duties required at the journeyman level
- Ability to follow verbal and/ or written instructions
- Ability to prepare, maintain and keep records
- Ability to act in an independent and conscientious manner using sound judgment
- Maintain a clean, healthy, and safe working environment so as not to endanger self or others
- Ability to maintain confidentiality

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, stoops, carries and may be exposed to various hazards such as infectious diseases, chemicals and fumes, heights, power equipment and icy surfaces. Employee is required to climb railings on equipment. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to fifty (50) pounds, and occasionally lift and/ or move up to eighty (80) pounds. If an item is above 50 pounds lifting shall be done by two or more County staff members.



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Work Environment/Conditions:

Work is performed 95 percent outdoors under various temperature conditions depending on the season and / or weather and 5 percent is spent indoors under normal temperature conditions. Work surface is a normal concrete/asphalt and natural ground and when indoors surface is carpeted, tiled and concrete. May be exposed to body vibration, exhaust fumes, dust, and dirt when performing certain duties; specific vision requirements for this job are distance vision, peripheral vision and depth perception.

- Employee may be required to work irregular hours
- Employee may be on a 24-hour emergency call
- Employee may be required to travel within the County
- Employee will be subject to random drug testing

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers in a courteous and respectful manner
- Project positive support of their department and all county organizations at all times
- Maintain and enhance the county's commitment to customer service excellence

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Employment Requirements:

Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within thirty (30) days of date of hire as a condition of continued employment.

**Please send an e-mail with your Letter of Interest,
Resume and Job Application to:
JobApplications@rio-arriba.org**

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810*

*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*
