



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

P.O. Box 207
Laguna, New Mexico 87026
(505) 552-6008

Vacancy Ann.: #13-2024

Opening Date: June 03, 2024
Closing Date: Open Until Filled
Position Title: Custodian – Laguna Middle School
Salary: Per Salary Schedule

DESCRIPTION OF WORK:

Under direction of the Facilities Manager, the incumbent performs the full range of custodial duties for an assigned area, e.g, building or buildings, school or assigned area within the Department of Education, or similar regularly assigned areas. Work requires the use and minor maintenance of a variety of power tools such as light, medium, and heavy-duty vacuum cleaners, power buffers, scrubbers, carpet shampoo machine, and the like. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

Minimum high school diploma, GED or equivalent; or demonstrated basic literacy and math skills. Janitorial experience in commercial, institutional or school environments desirable.

OTHER REQUIREMENTS:

**Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.

APPLICATION INSTRUCTIONS:

Visit our website at www.lagunaed.net; click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to humanresources@lagunaed.net:
 - LDoE Application – located on the LDoE website
 - Letter of Intent/Cover Letter
 - Resume
 - Copy of degree(s) and/or certificate(s)
 - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*

Pueblo of Laguna -- Department of Education

Job Description

Job Title: Custodian
Department: Facilities Management
Reports To: Facility Manager
FLSA Status: Non-Exempt – School Year

SUMMARY

Under direction of the Facilities Manager, the incumbent performs the full range of custodial duties for an assigned area, e.g, building or buildings, school or assigned area within the Department of Education, or similar regularly assigned areas. Work requires the use and minor maintenance of a variety of power tools such as light, medium, and heavy-duty vacuum cleaners, power buffers, scrubbers, carpet shampoo machine, and the like. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Cleans and dusts offices, corridors, stairways, classrooms, bathrooms, storerooms, and other similar areas. Sweeps, cleans, dry mops, scrubs, waxes and polishes floors, using brooms, mops, vacuum cleaners, scrubbers, and waxers. Empties waste containers, polishes metal fixtures, washes walls, windows, and blinds, using ladders and/or scaffolds as needed.
- Keeps restrooms in clean, orderly, and sanitary condition. Sweeps, scrubs, and waxes floors. Cleans, disinfects door handles and door surfaces; cleans, disinfects and deodorizes lavatories, urinals, toilet bowls. Cleans mirrors, sinks, water fountains; dusts ledges and wood work; replaces deodorizers, toilet tissue, hand towels, soap.
- Checks condition of assigned areas and reports to supervisor such items as broken windows, water leaks, clogged drains, and other conditions requiring maintenance.
- Keeps stock of cleaning materials and equipment needed to do the work. Tells supervisor when more materials are needed or when equipment is in need of repair or replacement.
- Uses various preparations to clean and maintain a wide variety of floor, wall, and ceiling surfaces. Removes stains from surfaces using chemicals and cleaning solutions.
- On a periodic basis, works on ladders and/or scaffolds to change light bulbs, replace blinds, wash walls, etc.
- Performs minor maintenance on power cleaning equipment by cleaning, oiling, and changing brushes, pulleys, and other accessories.
- As required, moves furniture, supplies, equipment; turns off any appliance or air conditioning units not in use.
- Secures all gates, windows, and doors on a daily basis.
- Performs minor grounds maintenance, removes snow, dirt, and debris from steps and entrance to assigned buildings. Bundles cardboard and hauls to transfer station.

MINOR RESPONSIBILITIES:

- Attends, participates and completes all training activities as required.
- Other duties as requested.

COMMUNICATION REQUIREMENTS:

- Frequent in-person contact with children, volunteers, and middle school, Head Start or other Department of Education staff regarding cleaning and/or maintenance issues.
- Daily contact with Facilities Manger regarding assignments, scheduling, supplies, cleaning, various maintenance/repair needs, etc.

SUPERVISORY RESPONSIBILITIES

No direct subordinate supervisory requirements.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum high school diploma, GED or equivalent; or demonstrated basic literacy and math skills. Janitorial experience in commercial, institutional or school environments desirable.

SKILLS and ABILITIES REQUIRED

- Ability to operate, control, and clean (light, medium, heavy duty) vacuum, power buffers, and similar polishing and power equipment.
- Knowledgeable of the safe operation and use of all power equipment used in the performance of duties.
- Must be self-motivated, able to use discretion and judgment in performance of duties with little direct supervision.
- Must know the safe and proper use of various special cleaning solutions; must be knowledgeable about proper methods and materials used in removing stains from a wide variety of surfaces.
- Must be able to read, understand, and apply the Material Safety Data Sheets and have a thorough understanding of the use of chemicals.
- Must be able to read at the level of understanding to interpret signs for directions and safety and to be able to follow written instructions, schedules, and check lists.
- Knowledge of basic safety rules and requirements essential.

COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS

None.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid New Mexico Driver's License.

First Aid certification a plus

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to walk between and through sites; use hands to finger, handle, or feel, such as in use of tools and mechanical equipment. The employee frequently is required to reach with hands and arms; occasional work from ladders and/or scaffolds require the employee to climb or balance. The employee frequently must stoop, kneel, crouch or crawl. The employee often is required to stand, and talk or hear. The employee must regularly lift and/or move up to 75-80 pounds in equipment and materials, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will work indoors in an institutional and office environment. The employee is sometimes exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts, risk of electrical shock, and vibration. The employee is occasionally exposed to wet and/or humid conditions; high precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment can range from moderate to loud.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.