

Legislative Building Services Night Custodian I and II

Custodian I Salary: \$35,356 - \$38,407 BOE

Custodian II Salary: \$38,955 - \$42,907 BOE

Night Shift Hours of Operation: 5:00 p.m. to 1:00 a.m.

INTRODUCTION

The Legislative Building Services (LBS) is responsible for the legislative campus grounds and buildings. The LBS ensures that the grounds are secured, maintained and continually operating to the highest standards. The LBS is the main point of contact for all custodial, security and building operations on the legislative campus. The LBS is nonpartisan, and much of the agency's work is confidential. The primary job of each LBS employee is to help the agency meet the expectations of the people it serves and to maintain and enhance the integrity and effectiveness of the legislature and the legislative process.

SUPERVISION AND GUIDELINES

Work is under general supervision. Guidelines include agency policies and all applicable laws.

EXAMPLES OF WORK PERFORMED

- Clean and maintain the Capitol and Capitol North building, the parking structure, offices, lobbies, hallways and restrooms daily.
- Ensure paper towels, soap and toilet paper products are stocked in restrooms daily.
- Routine cleaning of glass doors and windows and brass doors and railings throughout the Capitol and Capitol North building.
- Detailing of all committee rooms, House and Senate chambers and galleries. Work as a team to ensure cleaning standards are met.
- Make sure assigned cleaning duties are executed and completed in a timely manner.
- Must be familiar with and have good knowledge of cleaning procedures.
- Any other duties assigned by Custodial Supervisor or the Building Superintendent.

DISTINGUISHING CHARACTERISTICS

Custodians must:

- be able to work well under pressure;
- always be courteous;
- have good interpersonal skills; and
- get along effortlessly with fellow custodians, customers and staff.

MINIMUM QUALIFICATIONS

High school diploma or equivalent plus one year of custodial or related experience.

WORKING CONDITIONS

Employees work in a professional office setting in the State Capitol. During legislative sessions, the agency is open seven days a week, long hours are the norm and staff may be on-call depending on session demands.

Legislative employees are exempt from the Personnel Act and from the federal Fair Labor Standards Act of 1938.

PHYSICAL REQUIREMENTS

- Frequently move equipment or supplies weighing up to 50 pounds across the buildings and grounds for various needs.
- Move about the inside of the buildings and grounds.
- Constantly position self to complete assigned tasks.
- Must be able to remain in a stationary position 50% of the time.
- Occasionally climb up and down ladders.

Please send your application or resume to Ashley Archuleta at ashley.archuleta@nmlegis.gov.