

Job Posting

Custodian

CNMEC has an opening for a full-time, qualified Custodian to join our organization. CNMEC offers competitive wages and an excellent benefits package.

Location: Moriarty/Mountainair, NM

Job Summary: This position is responsible for completing cleaning tasks and maintenance of the buildings, offices, and grounds, and keeping the facilities in proper condition providing upkeep and preventative maintenance throughout. This will ensure the cooperatives facilities are kept to the highest standards of safety, appearance, and function. This position will perform other building maintenance duties assigned within the scope of his/her training and certification in a safe and efficient manner within accepted operation standards, approved policies, and procedures.

Minimum Qualifications: A high school diploma or GED is required. Custodial experience is required. Experience in facilities maintenance and landscaping maintenance is preferred. Must possess a valid New Mexico driver's license; must have and maintain an insurable driving record. Basic skills and abilities operating a personal computer using Microsoft Windows and Microsoft Office Suite applications to include Outlook, Excel, and Word.

Knowledge, Skills and Abilities:

- Within a reasonable period of time, acquire a basic knowledge of chemicals used on floors, walls, etc. in order to promote their safe and efficient use and compliance with Cooperative policies.
- Shall be able to operate various machines used in office cleaning and grounds maintenance.
- Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.
- Shall be able to plan day-to-day maintenance activities as well as show initiative on items that need to be taken care of without requiring instruction to do so.
- Must be honest, trustworthy, and dependable.
- Must be able to communicate effectively with others via verbal and written communications.
- Must be available to respond after hours if needed.
- Must have ability to take directions on a variety of projects simultaneously and meet established deadlines.
- Ability to project a favorable image for the Cooperative.

Please review the attached job description for more detailed information and the specific requirements.

To Apply: Send resumes with a letter of interest to Suzy Edmonds at suzy.edmonds@cnmec.org or PO Box 669, Moriarty, NM 87035.

Central New Mexico Electric Cooperative is an Equal Opportunity Employer