

CENTRAL NEW MEXICO ELECTRIC COOPERATIVE, INC.

POSITION DESCRIPTION

JOB TITLE: Custodian	FLSA STATUS: Non-Exempt
REPORTS TO: JT&S Administrator	Bargaining Unit Position
DEPARTMENT: Safety/Facilities	LOCATION: Moriarty/Mountainair
<p>APPROVED BY: <u>David Berryman</u> 4-8-21 <small>Department Head</small> <small>Date</small></p> <p><u>Alena Br</u> 4-8-21 <small>Digitally signed by Alena Brandenberger Date: 2021.04.08 16:06:01 -05'00'</small> <small>Date</small></p> <p><u>Regina O'Donoghue</u> 4/8/21 <small>Human Resources</small> <small>Date</small></p>	

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.

Essential Duties and Responsibilities

- Reports ready for work each day at the appointed time, properly attired.
- Employee is expected to perform all tasks accurately and safely.
- Requires willingness to maintain the highest degree of confidentiality with all employee and member information.
- Operates independently to perform the following duties within the limits of approved policies, operating guidelines, and procedures:
 - Cleans and maintains the facilities and grounds in a manner consistent with good custodial practices. This includes both the Moriarty and Mountainair buildings as well as the Corona and Vaughn offices as needed.
 - Keeps floors vacuumed, mopped, cleaned, and polished. Cleans walls, windows (inside and out), and office furniture.
 - Responsible for keeping kitchen area/breakroom area clean and washing of all cups, dishes, coffee decanters, microwaves, etc.
 - Cleans and disinfects drinking fountains and water dispensers.
 - Checks lighting in buildings and replaces bulbs and tubes when necessary.
 - Removes all wastepaper and trash daily.
 - Responsible for emptying recycle bins and taking contents to the recycle center as needed.
 - Cleans, disinfects and services restrooms daily.
 - Responsible for water heater maintenance to include replacing heating elements when needed.
 - Reviews inventory of janitorial supplies periodically and orders supplies when necessary.
 - Sprays grounds and keeps them free of weeds and debris.
 - Keeps porches, steps, and sidewalks free of dirt and debris to include snow removal.

- Patrols parking areas regularly to pick up trash and other debris.
- Plants grass, flowers and shrubs as needed.
- Mows and fertilizes lawn as needed.
- Adjusts and replaces sprinklers as needed. Maintains and adjusts timer throughout growing season.
- Hoes, cultivates, removes weeds, and trims shrubbery as needed.
- Efficiently and economically performs minor repairs and maintenance as needed within the facilities.
- Occasionally does a complete inspection of buildings and grounds and reports items needing maintenance and repair. Provides counsel to management regarding facility issues.
- Miscellaneous painting as required.
- Has responsibility to respond to off-hours facility emergencies.
- Oversees contractor repairs where applicable.
- Performs other miscellaneous job duties as assigned.

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. 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.

Working Conditions and Physical Effort

Work is varied and a person in this position has sufficient time to complete most tasks with varied degrees of pressure. There are opportunities to relax from physical exertion or to change position in work activities.

- **Physical Effort and Dexterity:** Requires finger dexterity. Frequent physical activity to include: sitting, standing, walking, climbing, stooping, bending, reaching, crawling, pushing, pulling, lifting, and carrying materials, equipment, and office supplies over 50 pounds. Works in awkward positions to service equipment.
- **Machines, Tools and Equipment:** Frequently operates a wide variety of equipment including but not limited to vacuum cleaners, floor machines, and lawn mowers. Occasionally works with materials and chemicals, which must be handled according to manufacturer's specifications and Cooperative policies to avoid harmful effects. Capable of operating a personal computer, calculator, printer, copy machine, fax, telephone, and any other required office equipment.

- **Visual Acuity, Hearing and Speaking:** Requires good vision for close work, good hearing, and the ability to speak. Comfortable in speaking on the telephone and the radio. Must be able to communicate clearly and accurately for work and safety compliance.
- **Environment/Working Conditions:** Work is performed indoors and outdoors with possible adverse weather conditions. May experience extreme noise, vehicular traffic, and slippery floors. Normal office and industrial safety precautions and practices are required. Position may require travel from time to time.

Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks, and responsibilities to this job at any time.