Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Custodian - Maintenance

JOB CODE	JOB FAMILY	PROFILE
JCV115	**Trades, Crafts and Other Skilled Work**	**Custodian - Maintenance**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$15.55 - $20.01**	**June 17, 2026**

The Custodian - Maintenance, under general direction, performs custodial and general maintenance services by keeping assigned areas clean, orderly, safe and secure with established standards and adjusting individual assignments on a daily basis. Uses various types of power driven machines and cleaning materials. Performs general maintenance which includes minor repairs and preventive maintenance.

Job Description

DUTIES AND RESPONSIBILITIES

- Responsible for ensuring the daily custodial duties are performed on a daily basis which includes but is not limited to: Sweeps and maintains sidewalk areas around the facility; vacuums, sweeps, mops, and spot cleans various types of flooring; clean and wet mops heavy traffic areas daily; empty trash from containers both inside and outside and changes trash liners; clean and sanitize restroom areas; disinfect toilets, urinals, sinks, showers and other appropriate areas; cleans and/or disinfect tables, desks, blackboards, dry erase boards, countertops, woodwork, and vents in assigned areas; spot clean walls as needed; shampoo carpets, strips, waxes, and buff floors; washes windows on both the inside and outside; performs major indoor and/or outdoor cleaning of walls; wet dusts and polishes various types of furniture; schedules major cleaning activities around site meetings and schedules; moves equipment and furniture when performing above cleaning activities.
- Conducts janitorial supply inventory on a daily basis.
- Responds to requests for assistance in the areas of general maintenance and custodial on an as needed basis. Sets-up, tears down tables, chairs etc., for center program/events.

- Performs daily walk-though(s) and replace light bulbs; electrical covers, adjust and tighten door fixtures, unclog sinks, toilets and drains.
- Performs minor preventive maintenance and repairs on facility equipment; benches; bleachers; replace and/or tighten nuts; bolts; and screws.
- Conducts minor facility painting.
- Performs basic facility grounds maintenance, keeps outdoor facility walk paths clear and clean including sweeping areas, removal of snow; also weed facility medians and plant beds, litter removal, raking and sweeping as necessary.
- Submits work orders as needed.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Must have ability to speak, read, and understand English, and to provide direction to others in English.
- Must be able to work with the tools and under the conditions described in this listing.
- Must have knowledge of custodial maintenance standards and techniques.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Work is performed primarily indoors on a flat, even surface which may be carpet, tile, or concrete. Aspects of the position may require work in the outdoor environment.
- Indoor duties are performed in a temperature-controlled environment. Outdoor work will expose employee to natural weather conditions.

- Employee is required to use step ladder; climb and descend stairs, and work on stairways. Work surface may be either wet or dry.
- Employee works primarily alone following verbal and written instructions but may periodically work as part of a select team.
- Employee is exposed to intermittent noise and vibration factors, chemicals, fumes, industrial cleaning agents, power cleaning equipment operated on wet or slick surfaces, and risks associated with climbing ladders and stairs.
- Shift work may be required.

EQUIPMENT, TOOLS, AND MATERIALS

- Primary equipment utilized includes buffer machine, stripper machine, vacuum cleaner, duster, mop, bucket, wringer, dust mop, push broom, hand broom, dustpan, ladder, dolly, and cleaning supply cart.
- Worker uses cleaning solvents, industrial cleaning agents, water, soaps, deodorizers, and plastic and paper products.
- Required to operate a county vehicle.

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to work effectively with management and staff.
- Must be able to read, write, and understand written instructions in English.
- Must be able to plan work schedule accurately so as to adhere to time demands.
- Must be able to maintain regular work schedule, so as to complete necessary tasks according to schedule.
- Must be able to maintain level of mental alertness in performing repetitious work, in order to ensure safety.

PHYSICAL FUNCTIONS

- Must be able to lift up to 50 pounds on as needed basis, operate and move cleaning equipment and move furniture such as tables, desks, chairs and file cabinets.
- Must be able to lift, operate, and move cleaning equipment.
- Must be able to climb stairs and ladders.
- Must be able to crouch, kneel, and crawl as needed.
- Must be able to bend at the waist and twist/rotate as needed.

- Must be able to work with arms extended or bent and be able to push/pull with arms.
- Must be able to use hands and fingers to grasp/manipulate a variety of equipment and supplies needed to perform essential job duties.
- Must be able to coordinate the use of hands and eyes in operating power equipment and performing cleaning duties.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.