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

Custodian Lead

JOB CODE	JOB FAMILY	PROFILE
JCV211	**Domestic Services**	**Custodian Lead**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$17.41 - $22.40**	**October 20, 2026**

The Custodian Lead, cleans office buildings and other County facilities and assists the Custodian Foreman in reviewing completed work for conformance with established standards and adjusting individual assignments on a daily basis.

Job Description

DUTIES AND RESPONSIBILITIES

- Vacuums and shampoos carpeted areas.
- Sweeps, mops, waxes, and polishes hard-surfaced floors including stair areas using power driven machines as needed.
- Cleans lavatories and lunchroom areas; replenishes soap, paper, and other supplies.
- Assists with moving furniture or equipment as assigned.
- Dusts and polishes furniture, windowsills, blinds and other fixtures as required.
- Empties trash and garbage containers; collects trash in a central location on each floor for removal.
- Reports any building repairs to Maintenance office.
- Refers work performance or discipline problems to the Foreman.
- Assists Foreman in maintaining supply and equipment inventory records.

- *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.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

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.
- Employee must pass a background investigation.

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 stepladders; climb and descend stairs, and work on stairways.
- Work surface may be either wet or dry.
- Employee works primarily alone following 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.
- May be 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 Foreman and convey information and directions to custodians.
- 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, operate, and move cleaning equipment, and assist in moving furniture such as tables, desks, chairs, and file cabinets.
- 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.