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

Custodian Supervisor

JOB CODE	JOB FAMILY	PROFILE
JCM111	**Domestic Services**	**Custodian Supervisor**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**October 20, 2026**

The Custodian Supervisor supervises all activities of subordinates related to custodial services at assigned County facilities during day or evening shifts. Coordinates work schedules and inspects completed work for conformance to standards. Reviews documentation of custodial services and maintenance for thoroughness and accuracy. Handles purchase requisitions, issues supplies and equipment, and maintains inventories of supplies and equipment.

Job Description

DUTIES AND RESPONSIBILITIES

- Plans, assigns, and supervises custodial services for County facilities.
- Supervises custodial maintenance subordinates or other assigned personnel.
- Coordinates work schedules and inspects completed work for conformance to standards.
- Reviews documentation of custodial services and maintenance for thoroughness and accuracy.
- Handles purchase requisitions, issues supplies and equipment and maintains inventories of supplies and equipment.
- Participates in interviewing prospective employees and makes hiring recommendations to supervisor(s).
- Makes on-site disciplinary decisions and reports actions and/or recommendations to supervisor.
- Trains custodians in work standards and new techniques.

- Performs duties of a custodian when necessary.
- Maintains payroll and overtime records, records daily attendance, and keeps records of disciplinary problems and actions taken.
- May participate in conducting performance evaluations of staff.
- ***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.
- Six (6) years of related work experience in custodial industry.

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.

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 wet or dry.
- 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.

- Flexible work hours required.

EQUIPMENT, TOOLS, AND MATERIALS

- Employee will drive County vehicle and use two-way radio.
- 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.
- Employee is exposed to cleaning solvents, industrial cleaning agents, water, soaps, deodorizers, and plastic and paper products.

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.