

**CUSTODIAL TECHNICIAN
JOB DESCRIPTION**

DEPARTMENT	FINANCE AND ADMINISTRATION
CLASSIFICATION	NON-EXEMPT
REPORTS TO	MUSEUM SECURITY/FACILITY MANAGER
SUPERVISES	NONE
LAST UPDATED	JANUARY 2019

SUMMARY OF RESPONSIBILITIES:

Under the direction of the Museum Facility/Security Manager or designated subordinate, the incumbent will perform a wide range of custodial tasks in the IAIA Museum facilities, grounds, vehicles and/or equipment. This position includes essential physical components and capabilities which are material to the position and assigned responsibilities are often performed outdoors in varied/extreme weather conditions, as well as safely using a wide range of products which emit fumes and/or gases. Incumbent is expected to support IAIA's mission, vision and core values.

ESSENTIAL POSITION FUNCTIONS:

- Complete all assigned custodial tasks to specifications and in a timely manner, which includes and is not limited to clean ups, work-orders and/or projects on IAIA Museum facilities and grounds.
- Clean to specifications assigned classrooms, restrooms, hallways, offices, break-rooms, and common areas as directed by the Facility Director or his designated subordinate.
- Wax floors and complete carpet extraction, as assigned or required.
- Assist with snow removal from sidewalks and building entrances.
- Assist in the cleaning, maintenance and upkeep of IAIA vehicles.
- Assist with set-up, clean-up and breakdown of campus events, meetings and/or conferences
- Assist with assembly of furniture and fixtures.
- Complete assigned errands for the Facilities department, such as the purchase of supplies or delivery of items/materials.
- Duties will occasionally require weekend and/or holiday hours in support of IAIA activities.
- Complete other duties as assigned.

REQUIRED EXPERIENCE/EDUCATION

Incumbent must have a high school diploma and must have at least 3 years of direct custodial/janitorial experience working for a large facility. Must be able to have a satisfactory background/criminal check and must have a current and valid NM drivers' license. Must also have a clean driving record, in order to be bondable to drive an IAIA vehicle.

REQUIRED COMPETENCIES (SKILLS/KNOWLEDGE/ABILITIES)

- Demonstrated knowledge of standard safety procedures related to building custodial requirements.
- Demonstrated knowledge in the proper and safe operation of high speed electric buffers, carpet extractors, hand tools and power tools.
- Demonstrated knowledge in the proper operation of mowers, forklifts and other equipment as needed or the willingness and skill to be trained in the use of this equipment.
- Ability to communicate clearly and effectively with all levels and with all people and groups.
- Adhere to appropriate standards of conduct and ethics, including confidentiality, integrity and honesty.
- Ability to follow directions and to adapt to changing work environments.
- Demonstrated ability to collaborate respectfully with others and participate in pro-active problem solving.
- Ability to demonstrate initiative and follow-through without constant supervisory over-sight, so as to ensure

assignments are completed per set standards and in a timely manner.

- Practice safe, dependable, conscientious, reliable, trustworthy and advanced work habits to ensure not only own safety, but the safety of others.
- Ability to complete other job-related duties assigned.

WORKING CONDITIONS:

- Tasks are performed in external climates, which may vary from extreme cold to extreme hot weather.
- Tasks are performed in interior environments which may contain dust, fumes and/or particles.
- Duties require the ability to reach, stoop, bend and/or crawl.
- Duties require the ability to move and/or maneuver items weighing up to 50lbs.
- Duties require the ability stand for extended periods of time.
- Duties require the ability to effectively and safely use a wide-range of maintenance tools.
- This job description does not list all the duties of the job.
- Incumbent may be asked by supervisors to perform other assignments or duties.
- Incumbent's evaluation will include assessment of performance results described herein.
- Management has the right to revise this job description at any time, with or without notice.
- The job description is not a contract for employment.