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# ALBUQUERQUE PUBLIC SCHOOLS ADMINISTRATOR'S GUIDE FOR CUSTODIAL WORK

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## **Introduction:**

Along with planning for the areas around teaching and learning, it is very important that you provide staff, caregivers, and students with a clean, safe, and quality learning environment.

Please review the Albuquerque Public Schools Custodian Handbook and ensure each custodian has a copy.

## **Initial Custodial Staff Meeting:**

Meet with your custodial staff as soon as you can. This group of folks can provide you with a wealth of information regarding your new school site. It is important that you establish a collaborative partnership with them.

## **Site Walk-Through:**

Have your custodian and/or custodians walk you through the building. Bring a clipboard and a map of the school's site. Make notes about what you see and what issues or concerns the custodians may have about various areas. You may also want to do an individual walk-through with each of your custodial staff through their assigned areas to better understand their individual responsibilities/duties/schedule.

## **Site Survey:**

Request a copy of the school's APS Maintenance and Operations (M&O) Site Survey. If a copy cannot be found at the school, you may request a copy by calling 505-768-1582. This site survey outlines the school site, provides square footage, and provides guidelines as to the requirements for cleaning and upkeep. If your school's Site Survey has not been updated in a couple of years or your school site has recently undergone changes/construction, please put in a request for M&O to do so. This is especially important if you have recently had any changes in the facilities.

## **Keys:**

Locate and identify all keys that exist in the building. Identify staff who currently have keys, what they have keys to, and why. Set aside any keys that do not seem to go to anything. Label all keys. Ensure that you and your front office have a comprehensive set of all keys. As you learn your schools and staff, determine who needs to have access and who does not. Establish a fair and common criterion for all staff members when deciding access. Identify what keys each of the custodians has and where they are kept. Is there a set of keys that can be given to a substitute if a custodian is out?

## **Safety Areas:**

With the help of your custodians, identify all the "Safety areas" on the school campus. These may be bus zones, drop off/pick up areas, fire alarm stations, electrical/mechanical rooms, grounds, night lights, and equipment areas. Find out all the issues, concerns, and suggestions that your custodians have about these areas. Collect information from other staff members about their thoughts around these areas. Review current school policies and if needed, develop and implement new policies and processes that will improve safety in these areas.

**Cafeteria:**

Find out which custodians have responsibilities in the cafeteria area. What are those responsibilities and schedules? Who has access to the cafeteria?

**Large Group Areas (i.e., gym, etc.):**

Find out which custodians have responsibilities in these areas. What are those responsibilities and schedules? Who has access to these areas and why?

**Accountability:**

Discuss the issue of accountability with your custodial staff. Ask them to assist you in being accountable for their actions. They can provide you with information about how they will report their absences, how they can provide assurances for quality work, etc. Together you may want to establish some procedures/processes around accountability and job performance improvement as you understand their work and your school site better.

**Working with Staff, Caregivers, and Students:**

Encourage all parties to be collaborative, positive, and respectful to one another. Help staff, parents, and students to understand that your custodians are valuable members of the school community. During Staff Orientation, please inform your staff about the extent of the custodians' role and what can or cannot be expected from custodians. The staff needs to understand that the job role of the custodian is limited to certain tasks due to lack of time and shortage of custodial support. Encourage staff and students to pick up after themselves, not to leave objects larger than a quarter lying on the floor, pick up chairs, and to realize that making special requests to custodians may mean that some tasks do not get done. Encourage all internal work needs to be submitted in writing through a process known to all.

**This is Our School:**

Establish a firm belief that this school belongs to all members of the school community. It is everyone's responsibility to keep it clean and staff. Help to establish procedures and norms that support and reinforce that belief.

**Personal Appearance:**

Custodians should always be aware of personal neatness and cleanliness. They should be well groomed and wear clean clothes and their picture ID. Custodians need to wear the uniform approved per APS guidelines during their duty hours. Per the negotiated agreement Article 18 8.6 all employees will follow the APS Employee Handbook guidelines and be professional in appearance. The Union and the District agree that the uniform will consist of a collared shirt without outside logos or a Union shirt/t-shirt, long pants, and safety shoes. Any employee who works with or is exposed to live electricity must wear shirts made of 100% cotton. Trousers can be blue jeans or Docker-type pants. Baggy pants or excessively large shirts are not allowed. Identification badges must always be worn. Custodians may not wear yoga pants, shorts, sweatpants, sports jerseys, sleeveless shirts, tank tops, or flip flops. Safety shoes must be worn. During the summer months, plain t-shirts in good condition may be worn. Picture ID badges, issued through the District, shall be considered part of the uniform, and shall be worn visibly without distraction of clothing or any other obstacle. The employee shall be responsible for the replacement cost of lost or damaged badges.

## **Custodial Schedules**

Review each of your custodians' schedules. Meet with each custodian to discuss the implications for their schedules and to help you fully understand the scope of their job and responsibilities. Please refer to the included Job Descriptions for the different levels of custodians as depending on their level, there are things that you can expect and things that you cannot expect from them.

The head custodian has a total of 450 minutes of assigned work; 225 scheduled and 225 miscellaneous. Any additional duties will require time taken from miscellaneous or approved overtime. The Night Lead custodian is to do 4 hours cleaning, 4 hours Supervisory duties. In the event of custodial absences, the night lead will assume those duties in place of the 4 hours for the supervisor role.

Work schedules are provided by the district and must be followed. Work schedules may not be altered to include area maps and duty hours. Area maps must be provided to custodial staff and must be posted in the custodial closet. The time required to do each job should be indicated including the frequency with which the job should be done. It may be a daily job, weekly job, monthly job, or a seasonal job/schedule. The daily jobs should be scheduled throughout the day according to the most appropriate time for doing each job.

Head custodians and Night Leads should allot time for doing odd jobs and for doing some of the weekly and monthly jobs. Work schedules shall be posted in custodian closets for use by the sub custodians. Day custodians may not report to work earlier than 5:30 am. Night Custodians shifts may not begin prior to 2:00. Night custodian shifts are 2:00 pm – 10:30 pm. Night custodians are required to remain at their school site for the duration of their shift. Night Custodians are required to contact School Police at the end of the night from a school landline. Custodians may not contact School Police from a personal cell phone. When they contact School Police, they will provide their name, employee ID number, and school location.

### **Daily Custodial Services:**

Below is a list provided by M&O and CWA that outlines what you can expect to be completed by the custodians assigned to the Area.

### **Daily Maintenance Requirements (Daily and Alternating Schedules)**

1. Classroom breakfast trash is the head custodian's responsibility.
2. Classroom: Mop-sweep, damp-mop, or vacuum (as applicable)
3. Night Custodians report to work before student dismissal at the end of the school day. While they may not be able to fully access their assigned (surveyed) areas, they are expected to begin working upon arrival at their duty location.
4. Some recommended (but not limited to) duties they may complete before they can get into their assigned areas include yard work (except high schools), help the head custodian clean the cafeteria, clean entry ways in assigned areas, clean door handles (excluding interior classroom door handles), clean windows (not classroom windows), clean drinking fountains, clean classrooms within your assigned areas where students are not present, remove trash from classrooms within your assigned areas where students are not present, and stock custodial closets. This is not an exhaustive list. Once students are dismissed, custodians will prioritize cleaning bathrooms, taking out the trash, and cleaning hallways. Once this is completed, custodians will start cleaning their assigned areas/classrooms. Special Education, PreK, Kindergarten classrooms, Health Offices, and PT/OT areas take priority over other classrooms. Custodians will alternate days for cleaning other areas/classrooms if they are unable to fully clean their area/classrooms in one scheduled 8- (eight-) hour shift.

5. Floor (hard surface): sweep and spot mop as needed.
  - a. Cafeteria floors must be mopped (not spot mopped) daily.
  - b. Health Office floors must be mopped (not spot mopped) daily.
  - c. All restrooms must be mopped (not spot mopped) daily.
6. Floor (carpeted): Vacuum
7. Restrooms: Empty and clean waste receptacles including feminine hygiene receptacles, refill paper towel dispensers as needed, refill toilet tissue dispenser as needed, damp clean molding and sills, clean mirrors and glass, clean wash basins, clean urinals, clean commodes, clean flush handles and fixtures, clean wall tile, refill soap dispenser, clean floor
8. Offices: Empty and clean wastebaskets and sweep or vacuum floor
9. Corridors: Dust sweep and spot mop as needed or vacuum floors
10. Stairwells: Damp dust guardrails and handrails, brush sweep stairs
11. Lounges: clean floor, remove trash, restock paper towel dispensers, and refill hand soap as needed.
12. Custodial Closets: Brushes, brooms, mops, etc., clean properly and re-hang  
Clean mechanical equipment and slop sink. Restock supplies as needed. Do not sweep debris into or store trash into your custodial closet.

### **Weekly Maintenance Requirements**

1. Doors, Windows, Glass: Wash window, glass partitions wash and polish door kick plate.
2. Clean door glass, annual.
3. Floors (hard surface): Damp mop and buff floor.
4. Floors (carpet): Vacuum thoroughly.
5. Corridors: Wet mop with neutral floor maintainer, vacuum all carpets and clean doors, Clean all drinking fountains.
6. Stairwells: Damp mop stairs or vacuum if carpet. Damp wash guardrails. Clean windows and sills. Wash down doors.
7. Clean out your custodial closet. Keep in mind that personal items should not be left in your closet for extended periods.
8. Lobby Area: Clean floors.
9. Offices: Clean floors.
10. Corridors: Clean floors
11. Locker Rooms and Lounges: Clean floors
12. Custodial storage areas: Clean floors and organize as needed.

### **As Needed Maintenance Requirements – All Custodians**

1. Ceilings: Bathroom spot clean (when students throw wet toilet paper or paper towels on ceiling)
2. Light Fixtures: Replace light bulbs (this is the responsibility of all custodial staff). ALL custodians replace bulbs if they can be reached with a proper 8 ft ladder. Submit a work order only if over 8 ft.
3. Walls: Spot clean or wash if required.
4. Floors: Clean thoroughly and refinish where required (this requires appropriate training and may occur when school is not in session (i.e., Fall Break, Spring Break) if time and personnel allow)
5. Carpet: vacuum thoroughly.

## **Annual Maintenance Requirements**

1. Clean all furniture and fixtures in classrooms.
2. Clean floors.
3. Tile floors: Strip if necessary and refinish with a minimum of three coats of floor finish/sealer.
4. Concrete floors: Top scrub with soap and water. Do not apply wax.
5. Clean all vents, lights, fans, etc. in the cafeteria.
6. Clean and hose down entrances.
7. Venetian Blinds: Dust.
8. Walls.: Damp dust.
9. Office Furniture: Clean and dust furniture, vacuum fabric.
10. Elevators: If applicable, clean floors, damp dust walls and panels.
11. Elevators (where applicable): Wash vents, fans, light. Clean and polish metal trim, thoroughly clean floors (do not use scrubber or wax).
12. Locker Rooms and Lounges: Clean all furniture and equipment (this excludes refrigerators and microwaves). Scrub floors and refinish heavy traffic areas. Clean shower stall walls.
13. Corridors: Clean windows and all ledges.

If there is a custodial shortage at your school because a team member is absent, custodians will prioritize cleaning bathrooms, cleaning the Health Office (unless it is in the Head Custodian's area), taking out the trash, and cleaning hallways. In elementary schools, Kindergarten, Special Education classrooms, APS Pre-K, and PT/OT areas are also prioritized.

Develop a plan to communicate any custodial shortage with your custodial staff.

### **Head Custodian:**

- Establish a regularly scheduled meeting to talk about upcoming needs and expectations you may have as well as concerns and issues that your head custodian might have about current issues or around meeting your schools' needs and expectations.
- Understand the duties and responsibilities of the head custodian and how those differ from your other custodial staff. (Refer to Job Description section)
- Establish performance goals as part of their evaluation and supervision process. Make sure these goals are specific and measurable.
- Establish a process for checking in and checking out if needed.
- Establish communication processes and tools unique to his/her position.
- Unless there is reason to believe otherwise, trust your head custodian to do their job.
- Review the budget around cleaning supplies, materials, and equipment.
- Ask for regular input on what you can do to improve your working relationship with your custodians.
- Initiate and follow-through on work orders.
- Develop and implement a process for issues and challenges with other staff members or other custodians and share with the entire custodial staff.
- Discuss process for leaves, absences, and alternate schedules and share with entire custodial staff.

### **Working with Evening Custodians**

- Establish a regularly scheduled meeting for all custodial staff with you and/or your assistant principals.
- Establish routines for any evening custodians.

- Establish a process for checking in and checking out.
- Establish communication processes and tools.
- Solidify what the relationship between the head custodian and any evening custodians will be.

### **Custodial Processes:**

Review any current custodian-related processes and discuss with your custodial staff. You should have established processes and procedures in the following areas:

- Flextime/Comp time (Comp time must be approved by the principal ahead of time)
- Over-time pay policies and procedures (as per the Negotiated Agreement)
- Absences
- Special school events during and after school day
- Checking in and out of the school campus
- Reporting incidents, work orders, etc.
- Staff, parent, and student interaction norms
- Summer cleaning

### **Custodial Budget: Materials, Tools and Supplies**

Your custodial staff cannot perform the tasks you expect them to unless they have the appropriate cleaning supplies, tools, and materials. Here are a few things to consider when budgeting for this area:

- Share the custodial budget information with the head custodian at budget development time, at the beginning of the school year, and throughout the year as expenditures are made.
- Work with your custodial staff to find out what is truly needed to complete their assignments.
- When developing a projected budget, review the expenditures of the prior year; were they adequate, too much, not enough, etc.?
- Consider buying quality tools and equipment that won't easily break and need repairing. Check with Building Services at 505-768-1582 for approved APS vendors who carry quality equipment.
- Provide each of your custodians with a tool belt of basic tools to increase efficiency and self-reliance.

### **Do's of Working with Your Custodial Staff**

#### **Do's:**

- Meet with your custodial staff on a regular basis.
- Include/invite your custodial staff to all staff events and functions.
- Provide your custodial staff with copies of all school communications and staff memos; they need to know what is going on in the school.
- Provide your custodial staff with a brief overview of the goals that the school is striving to accomplish and enlist their help in supporting those goals with safe, quality environments.
- Recognize your custodial staff, publicly and privately, as opportunities arise.
- Provide all needed cleaning materials, tools, and equipment to do what it is that you are requesting of them.
- Check on the status of Work Orders on SchoolDude and what support might be needed.
- Ensure that your custodial staff is knowledgeable about handling emergency and/or hazardous situations. For emergency work orders, please contact 505-765-5950.
- Review process for covering responsibilities when custodians are out, and no relief is available.



- Provide your custodial staff with training, if necessary, to complete their assignments. Contact APS M&O department to assist you in this area.
- Encourage positive, constructive, and respectful relationships between the custodial staff and the rest of the school staff, parents, and students.
- When requesting that custodians perform duties beyond their job description; consult with that custodian first and if possible, provide incentives to him/her.
- Distribute assignments equitably.
- Ensure that all assigned duties are reasonable and fair.
- Enforce rules equitably.
- Expect custodians to handle student behavior only in a general nature.
- Evaluate custodians annually.

**Coverage: What to do when custodial staff is out**

As with many role groups, it is always a challenge to provide coverage for staff when they are out or when you have a vacancy.

Here are a few things to consider:

- Call M&O, Building Services (505-768-1582), to request a substitute custodian.
- If you have a short-term vacancy, discuss an alternate cleaning schedule so that the current staff will not be overburdened.
- Establish norms with the rest of the school staff on how to handle situations where there are not enough custodial staff so that all participate in keeping the school clean and safe.
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- Ensure that each of your custodians has a sub plan that can be used if you get a substitute custodian.
- If there is a custodial shortage at your school because a team member is absent, custodians will prioritize cleaning bathrooms, cleaning the Health Office (unless it is in the Head Custodian's area), taking out the trash, and cleaning hallways. In elementary schools, Kindergarten, Special Education classrooms, APS Pre-K, Health Offices, and PT/OT areas are also prioritized.

## **Summer Cleaning**

Please refer to the points below to ensure successful, quality summer cleaning of your school:

Summer annual leave for custodians at school sites shall be scheduled as follows:

- All Custodians desiring three (3) or more consecutive days of annual leave between the end of school in May and the resumption of classes in August will submit their request to the Site Administrator on or before June 1 each year.
- The Site Administrator will approve, disapprove, or discuss other possible dates with the employee(s) with a goal of scheduling and approving in writing, all summer extended leave periods prior to the last week of classes.
- Where conflicting requests cannot all be approved, seniority shall take precedence.
- Ensure that there is at least one custodian at the school on any given day during the summer.
- Be very clear about your expectations that the school will be ready by a certain date.
- Ask your head custodian to provide a clear timeline for what will be done when and by whom and/or develop this timeline with your entire custodial staff present.
- Establish guidelines for summer expectations around breaks, dress, presence on campus, number of custodial staff, etc. (APS prohibits all employees from bringing family members to work with them except in extenuating circumstances that have been discussed with the principal.)
- Develop a means for receiving on-going communication around the status of work beginning completed and possible needs or issues.
- Control the coming and going of teachers in the summer so that rooms that are already cleaned won't be messed up prior to school opening. Ask teachers to take what they need to work on over the summer home with them in May so they won't be in and out. Also identify the dates for when the school will be open for teachers again. Collecting keys at the end of the school year assists in controlling this situation.
- Even if as a principal you are off contract, you are responsible for monitoring the work of this role group; drop by the school periodically to assess the situation.

## **Evaluation and Supervision of Your Custodial Staff**

Detailed information on the formal process of supervision and evaluation of custodians can be found on the APS Human Resources Website and in your copy of the Negotiated Agreement Between The Albuquerque Municipal School District Number 12 and the Communications Workers of America Maintenance and Operations Unit. The Negotiated Agreement is also posted on the APS Labor Relations website.

The APS Human Resources department provides personnel to help you with this role group.

In addition to the above, here a few helpful tips:

Be sure you follow an established process for scheduling supervision and evaluation; this should not only be discussed at the end of the school year or when there is a problem.

- Set up a timeline and process for how you will supervise this role group; have regular custodian meetings be a part of this process but also meet with individuals alone as well.

- Review custodian's job description and responsibilities at the beginning of each school year.
- Distribute work assignments equitably.
- Start with the most senior employee when there are overtime or comp time opportunities; custodians have to be paid overtime if they work more than 40 hours per week at your direction
- Provide comp time to custodians when it is mutually agreed to by both the administrator and the custodian: expect custodians to use all "comp time" by July 1<sup>st</sup> (start of a new fiscal year) or be paid for that time. Encourage employees to take their annual leave and comp time throughout the year and not just during the summer.
- Provide adequate supplies, materials, tools, and training to custodians to do their work.
- Ensure that your custodians understand the expectations of the job and your expectations as their supervisor.
- Enforce the rules equitably and fairly.
- Do not add additional unreasonable duties to an employee's job description responsibilities.
- Address issues and concerns with custodians immediately; do not wait until evaluation time.
- Keep documentation of all your interactions with custodians
- Email copies of your official documentation of incidents (excellent and poor performance) on the job to HR for personnel records.
- Contact your HR Staffer if you are having concerns about your custodian's conduct or performance. HR can also provide you with examples of memorandums you might use to document custodial issues.

In addition, here is some specific information from HR:

- APS uses Progressive Discipline: Progressive discipline is a means of communicating problem issues directly and in a timely fashion so that employees can involve themselves in the problem-solving process. We need to provide the employees with the tools, direction, and training to turn unacceptable behavior into positive output. We, the employer, need to show that we made affirmative efforts to help the employee improve before we decide to terminate.
- When qualifications are met, seniority shall govern.
- Transferred or promoted employees have a six-month orientation period to perform the new job. If they don't, they can be transferred back to their previous job or if that one is not available, they will be placed in a job with similar duties and pay.
- New D level employees are probationary for six months. A D-Level employee's status with APS will be terminated if the employee fails to report for three consecutive days unless there is an extenuating circumstance, and the employee has provided such documentation.
- Writing up custodians after the fact to take corrective action or to discharge is illegal. Documentation of poor job performance and/or bad behavior must occur immediately following the incident.
- All employees are entitled to Just Cause-Notice, Reasonable Rules, Fair Investigation, Proof (No hearsay), Fair Consequence, and Equal Treatment

*A sample copy of the evaluation form used for Custodians is on the next page. Please obtain these forms from the Human Resources Department. Remember, custodians need to be evaluated annually and supervised regularly.*

**ALBUQUERQUE PUBLIC SCHOOLS  
EVALUATION  
NON-SUPERVISORY POSITIONS -- MAINTENANCE AND OPERATIONS  
HEAD CUSTODIAN / NIGHT LEAD CUSTODIAN**

Employee Name/Employee #: \_\_\_\_\_ Department:/School: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**PART I – GENERAL PERFORMANCE EVALUATION**

**INSTRUCTIONS:** Indicate the most appropriate performance level in the space provided.

Performance Level Legend:

a. outstanding    b. acceptable    c. unacceptable (see Part III)

**1. Knowledge of work principles and practices**

- \_\_\_ a. Has knowledge of the principles and practices pertinent to the field of work that is significantly beyond the requirements of present job.
- \_\_\_ b. Has good basic knowledge and can perform the duties of the job independently.
- \_\_\_ c. Lacks the basic knowledge needed to function effectively in the present job.

**2. Work production**

- \_\_\_ a. Consistently maintains an exceptionally high standard of work; always completes assignments within allowable time limits.
- \_\_\_ b. Maintains an acceptable work standard; usually completes assignments within allowable time limits.
- \_\_\_ c. Work is often unacceptable because it is incomplete, of low standard, or because obvious factors have not been considered.

**3. Acceptance of responsibility**

- \_\_\_ a. Willingly accepts full responsibility for one's actions, decision, equipment and tools entrusted to the employee; does not avoid complex or unpleasant tasks.
- \_\_\_ b. Accepts responsibility for assigned tasks, related actions, equipment and tools entrusted to the employee.
- \_\_\_ c. Often avoids taking a position or is unwilling to support own actions or decisions; consistently offers excuses when results are unfavorable; often is negligent in the use of equipment and tools entrusted to the employee.

**4. Work attitude/effort**

- \_\_\_ a. Consistently demonstrates and promotes a positive attitude toward work assignments; adapts to new or changing working conditions; effectiveness is seemingly unaffected by extreme or varying demands or pressures.
- \_\_\_ b. Normally exhibits a positive attitude toward work; accepts procedural changes willingly; meets varying workload demands and can cope with normal job pressures.
- \_\_\_ c. Is often negative about work assignments; resists changes in routine procedures; is often flustered by changes in workload or by the pressure of deadlines.

**5. Need for supervision**

- \_\_\_ a. Anticipates things that need to be done and follows through with little, if any, prior instruction or guidance.
- \_\_\_ b. Requires only general instructions or direction; can devise appropriate solutions to normal assignments or problems.
- \_\_\_ c. Not a self-starter; easily loses sight of the work objective if not under constant supervision.

**6. Relations with others**

- \_\_\_ a. Works well with others; sensitive to needs of others; an effective team-worker.
- \_\_\_ b. Makes an effort to get along with others; a cooperative team-worker.
- \_\_\_ c. Does not attempt to help others; generally maintains negative communications with coworkers; sometimes causes dissension.

**7. Attendance**

- \_\_\_ a. Is rarely absent; reports for duty on time; if absent, always provides ample, proper notification; always remains on job for assigned duty period.
- \_\_\_ b. Reports for work at the assigned time and remains on job for the assigned duty period; provides proper notification if absent.
- \_\_\_ c. Often reports late or is absent from duty without proper notification; leaves early.

**8. Work rules/regulations**

- \_\_\_ a. Always adheres to established work rules, policies and regulations; extends the intent of the work rules into making decisions and judgments.
- \_\_\_ b. Complies with established work rules, policies and regulations.
- \_\_\_ c. Does not always follow work rules, policies and regulations; often expresses resentment to such.

**9. Safety**

- \_\_\_ a. Demonstrates and constantly promotes the use of proper safety practices in accomplishing job responsibilities.
- \_\_\_ b. Performs assigned tasks in accordance with established safety practices.
- \_\_\_ c. Safety practices receive little attention; violations of such practices are common.

General Performance Evaluation Remarks: \_\_\_\_\_

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**PART II – SPECIFIC PERFORMANCE RATINGS**

Performance Responsibility Level of Achievement: (as specified in Job Description)

Specific Performance Ratings:

Not Achieved . . . Achieved

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Assign and Direct the work of custodians under supervision to assure effective cleaning of school buildings and grounds. | 1 | 2 | 3 | 4 | 5 |
| 2. Responsibly operate, properly clean and store custodial equipment.   | 1 | 2 | 3 | 4 | 5 |
| 3. Requisition, receive and store custodial materials/equipment; conduct inventory of custodial materials/equipment.        | 1 | 2 | 3 | 4 | 5 |
| 4. Perform routine building inspections in cooperation with custodial supervisor/ staff.                                    | 1 | 2 | 3 | 4 | 5 |
| 5. Perform minor maintenance tasks, i.e. replacing light bulbs, restroom supplies, unstopping/replacing                     |   |   |   |   |   |

lawn sprinkler heads.	1	2	3	4	5
6. Perform other related tasks as requested by the principal/custodial supervisor.	1	2	3	4	5
Remarks _____					

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**PART III. DEVELOPMENTAL PLAN**

**Improvement Program** (to be completed for each performance criteria evaluated as unacceptable)

\*Recommend activities, including time limits, which would provide the employee an opportunity to achieve an acceptable level.

**Advancement Program** (optional) \*Recommend activities which would increase the employee's potential for advancement (training, in-service, assignment modification, etc.)

I have discussed this evaluation with the employee.

_____ Supervisor	_____ Title	_____ Date
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I understand that my signature indicates only that I have had the opportunity to review the completed form and my supervisor has discussed the evaluation with me. My signature does not necessary indicate my concurrence with all or part of the evaluation. I also understand that I make any comments I wish concerning this evaluation in the "Remarks" section below.

_____ Employee	_____ Date
Remarks:	

PERSONNEL DIVISION USE ONLY

This evaluation has been reviewed by the following Personnel Representative:

_____ Personnel Representative	_____ Title	_____ Date
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Distribution: Original – Personnel File    1<sup>st</sup> Copy – Work Location    2<sup>nd</sup> Copy – Employee

**Albuquerque Public Schools**

**PROBATIONARY PERFORMANCE EVALUATION**

(Maintenance and Custodial)

\_\_\_\_\_  
School Year

The purpose of this evaluation is to bring to the attention of the Administrative Staff the standard of work undertaken by this employee. First Evaluation: \_\_\_\_\_ Second Evaluation: \_\_\_\_\_

\_\_\_\_\_  
Employee Position Location

**Supervisor's Comments**

Please check applicable rating:

	Good	Average	Poor
Qualifications			
Quantity of Work			
Quality of Work			
Initiative			
Dependability			
Cooperation with others			
Character			
Attendance			

**Remarks:** \_\_\_\_\_

**From your observation of this employee and his/her performance of duty over the past three (3) months, would you recommend that he/she be retained for the second probationary period.**

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Note: If this is the second evaluation:**

**Do you recommend that this employee be given PERMANENT STATUS?**

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_

**Employee's Signature Date Supervisor's Signature Date**

**Distribution: Original - Human Resources**

**First Copy - Maintenance & Operations**

**Second Copy - Employee**

**Third Copy - School Location (if applicable)**

**Probationary Performance Evaluation: Revised 10/18/06**

**Needs Supervision:**

Seldom . . . . . ( )      Frequently . . . . . ( )  
Occasionally . . . . . ( )      Constantly . . . . . ( )

# Custodian: Level 1

## Albuquerque Public Schools Position Description

**Job Code:** 00167 (non-exempt)

**Immediate Supervisor Title:** Supervisor: Building Services

**Work Year:**

**Salary Schedule:** D1

**Location:** SB

Full

**SUMMARY:** To maintain a clean and safe environment at the assigned location for students, APS staff and the community.

**ESSENTIAL FUNCTIONS:** Incumbent must achieve the following outcomes with or without reasonable accommodation:

- Cleans all areas as directed by an immediate supervisor according to established procedures.
- Ensures custodial work is performed efficiently and safely and that resulting work improves the safety and cleanliness of all areas.
- Complies with local laws and APS procedures for the storage and disposal of supplies, chemicals, trash and waste; safely handles chemicals according to chemical directions and APS policy.
- Sweeps and mops floors.
- Vacuums carpeted areas and spot cleans as needed or as requested.
- Dusts and cleans shelves, lockers, blinds, furniture, light fixtures and exhaust registers as needed and requested.
- Cleans chalkboards, washes walls and windows as needed and requested.
- Strips and waxes floors and seals wood floors as requested.
- Performs minor maintenance tasks such as replacing light bulbs and tubes, unplugging plumbing fixtures and other similar duties as requested.
- Notifies immediate supervisor regarding emergencies, graffiti and other vandalism on property.
- Opens and closes gates and buildings, examines and inspects doors, windows, buildings and property.
- Safeguards assigned keys and ensures the security of grounds; provides notification to APS police of departure time of working night shift and other security concerns.
- Moves limited furniture, supplies and equipment as necessary and requests assistance as needed.
- Properly maintains, transports, and stores custodial equipment, supplies and chemicals according to APS policy; notifies supervisors of need for supply and equipment replacement.
- Sets up and takes down tables, chairs and bleachers and related duties as instructed by immediate supervisor.
- Reports any accidents, hazardous situations or malfunctioning equipment to appropriate personnel as soon as possible.
- Operates and handles all equipment, tools and supplies in a safe manner.
- Provides service for emergency work or overtime as needed.

**DUTIES:** In addition to the essential functions of this job, the incumbent must perform the following duties:

- Complies with state-approved Code of Ethics of the Education Profession and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and federal regulations.
- Articulates and facilitates the implementation of the mission and values of the Albuquerque Public Schools.
- Safeguards confidentiality of privileged information.
- Prepares and maintains accurate and complete records and reports as required by law, state directives, district policy and administrative regulations.
- Shares the responsibility for the supervision and care of district inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly.
- Maintains professional relationships and works cooperatively with employees, the community and other professionals.
- Maintains professional competence through individual and staff training, in-service educational activities and self-selected professional growth activities.
- Attends and/or conducts staff meetings and participates on committees within area of responsibility.
- Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor.

**EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES:** The minimum expectations for this job are as follows:

- Effective communication skills, both verbal and written.
- Flexibility, organization, decision-making and problem solving skills.
- Reading, writing and basic mathematics skills.
- Interpersonal skills with diverse populations in-person and on the telephone.
- Knowledge of APS community, computer system, financial and legal requirements.
- Ability to meet deadlines and work on multiple projects.
- Ability to measure and accurately use measuring devices.
- Ability to identify emergency situations and report to appropriate personnel.



# Custodian: Level 2 (Head Custodian) Department Based/District Offices and Schools of Choice

locations

## Albuquerque Public Schools Position Description

**Job Code:** 00168 (non-exempt)

**Immediate Supervisor Title:** Site administrator

**Work Year:**

**Salary Schedule:** D2

**Location:** Site based  
Full

**SUMMARY:** To maintain a clean and safe environment at the assigned location for students, APS staff and the community and assists in the assignment and direction of other custodians at the site and performs inspections regularly.

**Department Based/District Offices and Schools of Choice locations only**

**ESSENTIAL FUNCTIONS:** Incumbent must achieve the following outcomes with or without reasonable accommodation:

- Cleans all areas as directed by an immediate supervisor according to established procedures.
- Ensures custodial work is performed efficiently and safely and that resulting work improves the safety and cleanliness of all areas.
- Complies with local laws and APS procedures for the storage and disposal of supplies, chemicals, trash and waste; safely handles chemicals according to chemical directions and APS policy.
- Sweeps and mops floors, walkways, steps and porches and de-ices and shovels snow on walkways as needed.
- Vacuums carpeted areas and spot cleans as needed or as requested.
- Performs other custodial and minor maintenance work in other areas as needed and as requested.
- Notifies immediate supervisor regarding emergencies, graffiti and other vandalism on property.
- Opens and closes gates and buildings, examines and inspects doors, windows, buildings and property.
- Safeguards assigned keys and ensures compliance to APS policies on securing school buildings and grounds.
- Moves limited furniture, supplies and equipment as necessary and requests assistance as needed.
- Properly maintains, transports, and stores custodial equipment, supplies and chemicals according to APS policy.
- Sets up and takes down tables, chairs and bleachers and related duties as instructed by immediate supervisor.
- Reports any accidents, hazardous situations or malfunctioning equipment to appropriate personnel as soon as possible.
- Waters plants, mows lawns, trims shrubs, cuts weeds, rakes and performs other outdoor duties as assigned; operates and handles all equipment, tools and supplies in a safe manner.
- Provides service for emergency work or overtime as needed.
- Regulates heating/air conditioning systems for appropriate temperatures and efficient operation.
- Checks regularly to ensure all exits and panic bars are operating properly.
- Conducts inventory procedures and submits requisitions for supplies and equipment.
- Coordinates with supervisor regarding work orders, assignments and completion of performance appraisals.
- Reviews work orders to determine priorities and assists supervisor in the development of work schedules and duties.
- Directs and assigns custodians and inspects buildings and grounds on a regular basis to ensure effective and efficient completion of assigned tasks in a safe manner, and in accordance with established APS standards and policies.
- Inspects custodial tools and equipment to ensure proper operation, usage, cleaning, maintenance and storage.

**DUTIES:** In addition to the essential functions of this job, the incumbent must perform the following duties:

- Complies with state-approved Code of Ethics of the Education Profession and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and federal regulations.
- Articulates and facilitates the implementation of the mission and values of the Albuquerque Public Schools.
- Safeguards confidentiality of privileged information.
- Prepares and maintains accurate and complete records and reports as required by law, state directives, district policy and administrative regulations.
- Shares the responsibility for the supervision and care of district inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly.
- Maintains professional relationships and works cooperatively with employees, the community and other professionals.
- Maintains professional competence through individual and staff training, in-service educational activities and self-selected professional growth activities.
- Attends and/or conducts staff meetings and participates on committees within area of responsibility.
- Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor.

**EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES:** The minimum expectations for this job are as follows:

- Effective communication skills, both verbal and written.
- Flexibility, organization, decision-making and problem solving skills.
- Reading and basic mathematics skills.
- Interpersonal skills with diverse populations in-person and on the telephone.
- Knowledge of APS community, computer system, financial and legal requirements.

- Ability to meet deadlines and work on multiple projects.
- Ability to measure and accurately use measuring devices.
- Ability to identify emergency situations and report to appropriate personnel.
- Two years experience in custodial operations.

**EDUCATION AND LICENSURE:** The minimum requirements for this job are as follows:

- High school diploma or equivalent.
- Completion of the custodial training program; all custodians are also required to complete a mandatory APS asbestos awareness training.
- Satisfactory completion of pre-employment physical abilities examination.
- Valid New Mexico driver's license with insurable driving record.
- Two years experience in custodial operations.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- The incumbent works with various APS staff members in a team environment including the administrative staff, State Department personnel, APS legal counsel, parents, students, advocates and others outside the district.
- Frequent interactions with people in person and on the phone will be necessary.
- Duties are performed indoors and outside under varying weather conditions.
- The employee will regularly work in elevated situations and must use ladders appropriately.
- The employee may be exposed to moving parts, electrical shock, radiant energy, explosives, toxic chemicals, bulky materials and other hazards such as communicable diseases.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation:

- The employee must regularly lift and move more than 75 pounds in equipment and supplies which requires bending, stooping, pushing, pulling and lifting.
- The employee must use hands and arms to manipulate objects.
- The employee must be able to operate cleaning and gardening equipment and tools.
- The employee must use keyboards, tools and other controls.
- The employee must sit and stand for long periods of time.
- The employee must have normal vision and hearing with or without aid.
- The employee must be able to climb ladders.
- The employee must be able to move about assigned location unaided during the day.
- The employee must wear protective clothing as requested or assigned.

**This position description indicates the general nature and level of work expected of incumbent. It is not intended to be a comprehensive listing of all activities, duties and responsibilities required of incumbent. This position description is designed to illustrate the minimum requirements of the job. The performance appraisal for this position will evaluate the incumbent's ability to meet or exceed the minimum requirements of the job. Finalized and approved job descriptions for all positions in the Albuquerque Public Schools are housed in the Compensation Unit of the Human Resources Department and are updated periodically. Copies are available on request. 2/3/24**

**EDUCATION AND LICENSURE:** The minimum requirements for this job are as follows:

- High school diploma or equivalent preferred.
- Completion of the custodial training program; all custodians are also required to complete a mandatory APS asbestos awareness training.
- Satisfactory completion of pre-employment physical abilities examination.
- Valid New Mexico driver's license with insurable driving record, preferred.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- The incumbent works with various APS staff members in a team environment including the administrative staff, State Department personnel, APS legal counsel, parents, students, advocates and others outside the district.
- Frequent interactions with people in person and on the phone will be necessary.
- Duties are performed indoors and outside under varying weather conditions.

- The employee will regularly work in elevated situations and must use ladders appropriately.
- The employee may be exposed to moving parts, electrical shock, radiant energy, explosives, toxic chemicals, bulky materials and other hazards such as communicable diseases.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation:

- The employee must regularly lift and move more than 75 pounds in equipment and supplies which requires bending, stooping, pushing, pulling and lifting.
- The employee must use hands and arms to manipulate objects.
- The employee must be able to operate cleaning and gardening equipment and tools.
- The employee must use keyboards, tools and other controls.
- The employee must sit and stand for long periods of time.
- The employee must have normal vision and hearing with or without aid.
- The employee must be able to climb ladders.
- The employee must be able to move about assigned location unaided during the day.
- The employee must wear protective clothing as requested or assigned.

**This position description indicates the general nature and level of work expected of incumbent. It is not intended to be a comprehensive listing of all activities, duties and responsibilities required of incumbent. This position description is designed to illustrate the minimum requirements of the job. The performance appraisal for this position will evaluate the incumbent's ability to meet or exceed the minimum requirements of the job. Finalized and approved job descriptions for all positions in the Albuquerque Public Schools are housed in the Compensation Unit of the Human Resources Department and are updated periodically. Copies are available on request.**

# Custodian: Level 3 (Head Custodian/Night Lead)

## Albuquerque Public Schools Position Description

**Job Code:** 00169 **Salary**  
D3

**Schedule:**

**Exemption Status:** Non-Exempt  
Site Based

**Location:**

**Immediate Supervisor Title:** Site Administrator  
Work Full

**Year:**

**SUMMARY:** To maintain a clean and safe environment at the assigned location for students, APS staff and the community and assists in the assignment and direction of other custodians at the site and performs inspections regularly.

**ESSENTIAL FUNCTIONS:** Incumbent must achieve the following outcomes with or without reasonable accommodation:

- Cleans all areas as directed by an immediate supervisor according to established procedures.
- Ensures custodial work is performed efficiently and safely and that resulting work improves the safety and cleanliness of all areas.
- Complies with local laws and APS procedures for the storage and disposal of supplies, chemicals, trash and waste; safely handles chemicals according to chemical directions and APS policy.
- Sweeps and mops floors, walkways, steps and porches and de-ices and shovels snow on walkways as needed.
- Vacuums carpeted areas and spot cleans as needed or as requested.
- Performs other custodial and minor maintenance work in other areas as needed and as requested.
- Notifies immediate supervisor regarding emergencies, graffiti and other vandalism on property.
- Opens and closes gates and buildings, examines and inspects doors, windows, buildings and property.
- Safeguards assigned keys and ensures compliance to APS policies on securing school buildings and grounds.
- Moves limited furniture, supplies and equipment as necessary and requests assistance as needed.
- Properly maintains, transports, and stores custodial equipment, supplies and chemicals according to APS policy.
- Sets up and takes down tables, chairs, and bleachers and related duties as instructed by immediate supervisor.
- Reports any accidents, hazardous situations or malfunctioning equipment to appropriate personnel as soon as possible.
- Waters plants, mows lawns, trims shrubs, cuts weeds, rakes and performs other outdoor duties as assigned; operates and handles all equipment, tools and supplies in a safe manner.
- Provides service for emergency work or overtime as needed.
- Regulates heating and air conditioning systems for appropriate temperatures and efficient operation.
- Checks regularly to ensure all exits and panic bars are operating properly.
- Conducts inventory procedures and submits requisitions for supplies and equipment.
- Coordinates with supervisor regarding work orders, assignments and completion of performance appraisals.
- Reviews work orders to determine priorities and assists in the development of work schedules and duties.
- Directs and assigns custodians and inspects buildings and grounds on a regular basis to ensure effective and efficient completion of assigned tasks in a safe manner, and in accordance with established APS standards and policies.
- Inspects custodial tools and equipment to ensure proper operation, usage, cleaning, maintenance and storage.
- May be required to de-ice walkways, steps and porches and shovel snow on walkways as needed.

**DUTIES:** In addition to the essential functions of this job, the incumbent must perform the following duties:

- Complies with state-approved Code of Ethics of the Education Profession and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and federal regulations.
- Articulates and facilitates the implementation of the mission and values of the Albuquerque Public Schools.
- Safeguards confidentiality of privileged information.
- Prepares and maintains accurate and complete records and reports as required by law, state directives, District policy and administrative regulations.
- Shares the responsibility for the supervision and care of District inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly.
- Maintains professional relationships and works cooperatively with employees, the community and other professionals.
- Maintains professional competence through individual and staff training, in-service educational activities and self-selected professional growth activities.
- Attends and/or conducts staff meetings and participates on committees within area of responsibility.
- Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor.

**REQUIRED APS PRE-EMPLOYMENT AND OTHER EMPLOYMENT CONDITIONS:**

- Satisfactory completion of physical examination.
- Satisfactory completion of criminal background verification.

**MINIMUM REQUIRED EDUCATION, LICENSES, CERTIFICATIONS, EXPERIENCE AND SKILLS:**

- High School Diploma or GED.
- Completion of the custodial training program; all custodians are also required to complete a mandatory APS asbestos

awareness training.

- Three years experience in custodial operations.
- Valid New Mexico driver's license with insurable driving record.

**PREFERRED KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE:**

- Effective communication skills, both verbal and written.
- Flexibility, organization, decision-making and problem solving skills.
- Interpersonal skills with diverse populations in-person and on the telephone.
- Ability to meet deadlines and work on multiple projects.
- Ability to measure and accurately use measuring devices.
- Ability to identify emergency situations and report to appropriate personnel.
- Reading and basic mathematics skills.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an incumbent encounters while performing the essential functions of this job:

- The incumbent will work with APS staff members in a team environment which may include the administrative staff, State department personnel, APS legal counsel, parents, students, advocates and others outside the District.
- Frequent interactions with people in person and on the phone will be necessary.
- Travel from location to location may be necessary.
- Functions are performed indoors and outside under varying weather conditions.
- The incumbent will regularly work in elevated situations and must use ladders appropriately.
- The incumbent may be exposed to moving parts, electrical shock, radiant energy, explosives, toxic chemicals, bulky materials and other hazards such as communicable diseases.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job with or without reasonable accommodation:

- The employee must regularly lift and move more than 75 pounds in equipment and supplies which requires bending, stooping, pushing, pulling and lifting.
- The employee must use hands and arms to manipulate objects.
- The employee must be able to operate cleaning and gardening equipment and tools.
- The employee must use keyboards, tools and other controls.
- The employee must sit and stand for long periods of time.
- The employee must have normal vision and hearing with or without aid.
- The employee must be able to climb ladders.
- The employee must be able to move about assigned location unaided during the day.
- The employee must wear protective clothing as requested or assigned.

**This position description indicates the general nature and level of work to be performed. It is not intended to be a comprehensive listing of all functions, duties, skills, knowledge and abilities. This position description is designed to illustrate the *minimum* requirements and expectations of the job.**

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Date last printed: 2/2/2024 4:02:00

# Custodian: Level 4 (Head Custodian) High School

Albuquerque Public Schools Position Description

February 3, 2024

**Job Code:** 00170 (non-exempt)  
**Immediate Supervisor Title:** Site administrator  
**Work Year:**

**Salary Schedule:** D4  
**Location:** Site based  
Full

**SUMMARY:** To maintain a clean and safe environment at the assigned location for students, APS staff and the community and assists in the assignment and direction of other custodians at the site and performs inspections regularly.

**ESSENTIAL FUNCTIONS:** Incumbent must achieve the following outcomes with or without reasonable accommodation:

- Cleans all areas as directed by an immediate supervisor according to established procedures.
- Ensures custodial work is performed efficiently and safely and that resulting work improves the safety and cleanliness of all areas.
- Complies with local laws and APS procedures for the storage and disposal of supplies, chemicals, trash and waste. Safely handles chemicals according to chemical directions and APS policy.
- Sweeps and mops floors, walkways, steps and porches and de-ices and shovels snow on walkways as needed.
- Vacuums carpeted areas and spot cleans as needed or as requested.
- Performs other custodial and minor maintenance work in other areas as needed and as requested.
- Notifies immediate supervisor regarding emergencies, graffiti and other vandalism on property.
- Opens and closes gates and buildings, examines and inspects doors, windows, buildings and property.
- Safeguards assigned keys and ensures compliance to APS policies on securing buildings and grounds.
- Moves limited furniture, supplies and equipment as necessary and requests assistance as needed.
- Properly maintains, transports, and stores custodial equipment, supplies and chemicals according to APS policy.
- Sets up and takes down tables, chairs, and bleachers and related duties as instructed by immediate supervisor.
- Reports any accidents, hazardous situations or malfunctioning equipment to appropriate personnel as soon as possible.
- Waters plants, mows lawns, trims shrubs, cuts weeds, rakes and performs other outdoor duties as assigned. Operates and handles all equipment, tools and supplies in a safe manner.
- Provides service for emergency work or overtime as needed.
- Regulates heating and air conditioning systems for appropriate temperatures and efficient operation.
- Checks regularly to ensure all exits and panic bars are operating properly.
- Conducts inventory procedures and submits requisitions for supplies and equipment.
- Coordinates with supervisor regarding work orders, assignments and completion of performance appraisals.
- Reviews work orders to determine priorities and assists in the development of work schedules and duties.
- Directs and assigns custodians and inspects buildings and grounds on a regular basis to ensure effective and efficient completion of assigned tasks in a safe manner, and in accordance with established APS standards and policies.
- Inspects custodial tools and equipment to ensure proper operation, usage, cleaning, maintenance and storage.

**DUTIES:** In addition to the essential functions of this job, the incumbent must perform the following duties:

- Complies with state-approved Code of Ethics of the Education Profession and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and federal regulations.
- Articulates and facilitates the implementation of the mission and values of the Albuquerque Public Schools.
- Safeguards confidentiality of privileged information.
- Prepares and maintains accurate and complete records and reports as required by law, state directives, District policy and administrative regulations.
- Shares the responsibility for the supervision and care of District inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly.
- Maintains professional relationships and works cooperatively with employees, the community and other professionals.
- Maintains professional competence through individual and staff training, in-service educational activities and self-selected professional growth activities.
- Attends and/or conducts staff meetings and participates on committees within area of responsibility.
- Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor.

**EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES:** The minimum expectations for this job are as follows:

- Effective communication skills, both verbal and written.
- Flexibility, organization, decision-making and problem solving skills.
- Reading and basic mathematics skills.
- Interpersonal skills with diverse populations in-person and on the telephone.
- Knowledge of APS community, computer system, financial and legal requirements.
- Ability to meet deadlines and work on multiple projects.
- Ability to measure and accurately use measuring devices.

- Ability to identify emergency situations and report to appropriate personnel.
- Three years experience in custodial operations in which one year includes APS Level 2 or 3 Custodian experience.

**EDUCATION AND LICENSURE:** The minimum **requirements** for this job are as follows:

- High school diploma or equivalent.
- Completion of the custodial training program; all custodians are also required to complete a mandatory APS asbestos awareness training.
- Satisfactory completion of pre-employment physical abilities examination.
- Valid New Mexico driver's license with insurable driving record.
- Three years experience in custodial operations in which one year includes APS Level 2 or 3 Custodian experience.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- The incumbent works with various APS staff members in a team environment including the administrative staff, State Department personnel, APS legal counsel, parents, students, advocates and others outside the District.
- Frequent interactions with people in person and on the phone will be necessary.
- Duties are performed indoors and outside under varying weather conditions.
- The employee will regularly work in elevated situations and must use ladders appropriately.
- The employee may be exposed to moving parts, electrical shock, radiant energy, explosives, toxic chemicals, bulky materials and other hazards such as communicable diseases.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation:

- The employee must regularly lift and move more than 75 pounds in equipment and supplies which requires bending, stooping, pushing, pulling and lifting.
- The employee must use hands and arms to manipulate objects.
- The employee must be able to operate cleaning and gardening equipment and tools.
- The employee must use keyboards, tools and other controls.
- The employee must sit and stand for long periods of time.
- The employee must have normal vision and hearing with or without aid.
- The employee must be able to climb ladders.
- The employee must be able to move about assigned location unaided during the day.
- The employee must wear protective clothing as requested or assigned.

**This position description indicates the general nature and level of work expected of incumbent. It is not intended to be a comprehensive listing of all activities, duties and responsibilities required of incumbent. This position description is designed to illustrate the minimum requirements of the job. The performance appraisal for this position will evaluate the incumbent's ability to meet or exceed the minimum requirements of the job. Finalized and approved job descriptions for all positions in the Albuquerque Public Schools are housed in the Compensation Unit of the Human Resources Department and are updated periodically. Copies are available on request. 2/3/24**

# Custodian-Level 2 (Yardman)

Albuquerque Public Schools Position Description

February 3, 2024

**Job Code:** 00219a (non-exempt)

**Starting Salary Schedule:** D2

**Immediate Supervisor:** Site administrator

**Location:** Site based

**SUMMARY:** Maintains a clean and safe environment at the assigned location for students, APS staff and the community.

**ESSENTIAL FUNCTIONS:** Incumbent must achieve the following outcomes with or without reasonable accommodation:

- Cleans all areas as directed by an immediate supervisor according to established procedures.
- Ensures custodial work is performed efficiently and safely and that resulting work improves the safety and cleanliness of all areas.
- Complies with local laws and APS procedures for the storage and disposal of supplies, chemicals, trash and waste; safely handles chemicals according to chemical directions and APS policy.
- Sweeps and mops floors, walkways, steps and porches and de-ices and shovels snow on walkways as needed.
- Performs minor maintenance tasks such as replacing light bulbs and tubes, unplugging plumbing fixtures and other similar duties.
- Notifies immediate supervisor regarding emergencies, graffiti and other vandalism on property.
- Opens and closes gates and buildings, examines and inspects doors, windows, buildings and property.
- Safeguards assigned keys and ensures the security of grounds; provides notification to APS police of departure time of working night shift and other security concerns.
- Moves limited furniture, supplies and equipment as necessary and requests assistance as needed.
- Properly maintains, transports, and stores custodial equipment, supplies and chemicals according to APS policy; notifies supervisors of need for supply and equipment replacement.
- Sets up/takes down tables, chairs, and bleachers and related duties as instructed by immediate supervisor.
- Reports any accidents, hazardous situations or malfunctioning equipment to appropriate personnel as soon as possible.
- Waters plants, mows lawns, trims shrubs, cuts weeds, rakes and performs other outdoor duties as assigned; operates and handles all equipment, tools and supplies in a safe manner.
- Provides service for emergency work or overtime as needed.

**DUTIES:** In addition to the essential functions of this job, the incumbent must perform the following duties:

- Complies with state-approved Code of Ethics of the Education Profession and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and federal regulations.
- Articulates and facilitates the implementation of the mission and values of the Albuquerque Public Schools.
- Safeguards confidentiality of privileged information.
- Prepares and maintains accurate and complete records and reports as required by law, state directives, district policy and administrative regulations.
- Shares the responsibility for the supervision and care of district inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly.
- Maintains professional relationships and works cooperatively with employees, the community and other professionals.
- Maintains professional competence through individual and staff training, in-service educational activities and self-selected professional growth activities.
- Attends and/or conducts staff meetings and participates on committees within area of responsibility.
- Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor.

**EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES:** The minimum expectations for this job are as follows:

- Effective communication skills, both verbal and written.
- Flexibility, organization, decision-making and problem solving skills.
- Interpersonal skills with diverse populations in-person and on the telephone.
- Ability to meet deadlines and work within established schedules.
- Completion of the custodial training program; all custodians are also required to complete a mandatory APS asbestos awareness training.
- Ability to communicate effectively in written form; ability to read written instructions on labels, work orders, memos, schedules, and instructions from school personnel.
- Must have basic math abilities related to the performance of essential functions.
- Ability to measure and accurately use measuring devices.
- Ability to work well independently, as well as part of a team.
- Ability to identify emergency situations and report to appropriate personnel.



**EDUCATION AND LICENSURE:** The minimum requirements for this job are as follows:

- High School diploma or equivalent.
- Satisfactory completion of pre-employment physical examination.
- Valid New Mexico driver's license with insurable driving record.
- Two years of custodial experience

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- The incumbent works with various APS staff members in a team environment including the administrative staff, State Department personnel, APS legal counsel, parents, students, advocates and others outside the district.
- Frequent interactions with people in person and on the phone will be necessary.
- Travel from location to location may be necessary.
- Duties are performed indoors and outside under varying weather conditions.
- The employee will regularly work in elevated situations and must use ladders appropriately.
- The employee may be exposed to moving parts, electrical shock, radiant energy, explosives, toxic chemicals, bulky materials and other hazards such as communicable diseases.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation:

- The employee must regularly lift and move more than 75 pounds in equipment and supplies which requires bending, stooping, pushing, pulling and lifting.
- The employee must use hands and arms to manipulate objects.
- The employee must be able to operate cleaning and gardening equipment and tools.
- The employee must use keyboards, tools and other controls.
- The employee must sit and stand for long periods of time.
- The employee must have normal vision and hearing with or without aid.
- The employee must be able to climb ladders.
- The employee must be able to move about assigned location unaided during the day.
- The employee must wear protective clothing as requested or assigned.

**This position description indicates the general nature and level of work expected of incumbent. It is not intended to be a comprehensive listing of all activities, duties and responsibilities required of incumbent. This position description is designed to illustrate the minimum requirements of the job. The performance appraisal for this position will evaluate the incumbent's ability to meet or exceed the minimum requirements of the job. Finalized and approved job descriptions for all positions in the Albuquerque Public Schools are housed in the Compensation Unit of the Human Resources Department and are updated periodically. Copies are available on request. 2/3/24**

# Custodian-Level 3 (Yardman)

Albuquerque Public Schools Position Description

February 3, 2024

**Job Code:** 00219b (non-exempt)

**Starting Salary Schedule:** D3

**Immediate Supervisor:** Site administrator

**Location:** Site based

**SUMMARY:** Maintains a clean and safe environment at the assigned location for students, APS staff and the community.

**ESSENTIAL FUNCTIONS:** Incumbent must achieve the following outcomes with or without reasonable accommodation:

- Cleans all areas as directed by an immediate supervisor according to established procedures.
- Ensures custodial work is performed efficiently and safely and that resulting work improves the safety and cleanliness of all areas.
- Complies with local laws and APS procedures for the storage and disposal of supplies, chemicals, trash and waste; safely handles chemicals according to chemical directions and APS policy.
- Sweeps and mops floors, walkways, steps and porches and de-ices and shovels snow on walkways as needed.
- Notifies immediate supervisor regarding emergencies, graffiti and other vandalism on property.
- Opens and closes gates and buildings, examines and inspects doors, windows, buildings and property.
- Safeguards assigned keys and ensures the security of grounds; provides notification to APS police of departure time of working night shift and other security concerns.
- Moves limited furniture, supplies and equipment as necessary and requests assistance as needed.
- Properly maintains, transports, and stores custodial equipment, supplies and chemicals according to APS policy; notifies supervisors of need for supply and equipment replacement.
- Sets up/takes down tables, chairs, and bleachers and related duties as instructed by immediate supervisor.
- Reports any accidents, hazardous situations or malfunctioning equipment to appropriate personnel as soon as possible.
- Waters plants, mows lawns, trims shrubs, cuts weeds, rakes and performs other outdoor duties as assigned; operates and handles all equipment, tools and supplies in a safe manner.
- Provides service for emergency work or overtime as needed.

**DUTIES:** In addition to the essential functions of this job, the incumbent must perform the following duties:

- Complies with state-approved Code of Ethics of the Education Profession and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and federal regulations.
- Articulates and facilitates the implementation of the mission and values of the Albuquerque Public Schools.
- Safeguards confidentiality of privileged information.
- Prepares and maintains accurate and complete records and reports as required by law, state directives, district policy and administrative regulations.
- Shares the responsibility for the supervision and care of district inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly.
- Maintains professional relationships and works cooperatively with employees, the community and other professionals.
- Maintains professional competence through individual and staff training, in-service educational activities and self-selected professional growth activities.
- Attends and/or conducts staff meetings and participates on committees within area of responsibility.
- Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor.

**EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES:** The minimum expectations for this job are as follows:

- Effective communication skills, both verbal and written.
- Flexibility, organization, decision-making and problem-solving skills.
- Interpersonal skills with diverse populations in-person and on the telephone.
- Ability to meet deadlines and work within established schedules.
- Completion of the custodial training program; all custodians are also required to complete a mandatory APS asbestos awareness training.
- Ability to communicate effectively in written form; ability to read written instructions on labels, work orders, memos, schedules, and instructions from school personnel.
- Must have basic math abilities related to the performance of essential functions.
- Ability to measure and accurately use measuring devices.
- Ability to work well independently, as well as part of a team.
- Ability to identify emergency situations and report to appropriate personnel.

**EDUCATION AND LICENSURE:** The minimum requirements for this job are as follows:

- High School diploma or equivalent.
- Satisfactory completion of pre-employment physical examination.
- Valid New Mexico driver's license with insurable driving record.
- Three years of custodial experience

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- The incumbent works with various APS staff members in a team environment including the administrative staff, State Department personnel, APS legal counsel, parents, students, advocates and others outside the district.
- Frequent interactions with people in person and on the phone will be necessary.
- Travel from location to location may be necessary.
- Duties are performed indoors and outside under varying weather conditions.
- The employee will regularly work in elevated situations and must use ladders appropriately.
- The employee may be exposed to moving parts, electrical shock, radiant energy, explosives, toxic chemicals, bulky materials and other hazards such as communicable diseases.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation:

- The employee must regularly lift and move more than 75 pounds in equipment and supplies which requires bending, stooping, pushing, pulling and lifting.
- The employee must use hands and arms to manipulate objects.
- The employee must be able to operate cleaning and gardening equipment and tools.
- The employee must use keyboards, tools and other controls.
- The employee must sit and stand for long periods of time.
- The employee must have normal vision and hearing with or without aid.
- The employee must be able to climb ladders.
- The employee must be able to move about assigned location unaided during the day.
- The employee must wear protective clothing as requested or assigned.

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## Important Phone Numbers

Classified Staffing Assistant	505-889-4879
Classified Staffing Specialist	505-889-4836
Staffing Manager	505-889-4833
APS Labor Relations	505-889-4854
Emergency Work Orders	505-765-5950
Building Services (Sub requests)	505-768-1582