

Legislative Building Services  
Custodian I II, Job Description and Duties

**INTRODUCTION**

Legislative Building Services is responsible for the legislative campus grounds and buildings. LBS ensures that the grounds are secured, maintained and continually operating to the best of standards. They are the main point of contact for all custodial, security and building operations on the legislative campus. The LBS is nonpartisan, and much of the agency's work is confidential. The primary job of each LBS employee is to help the agency meet the expectations of the people it serves and to maintain and enhance the integrity and effectiveness of the legislature and the legislative process.

**SUPERVISION AND GUIDELINES**

Work is under general supervision. Guidelines include agency policies and state laws.

**EXAMPLES OF WORK PERFORMED**

- Clean and maintain the Capitol, Capitol North Annex and Parking Structure offices, lobbies, hallways and restrooms daily.
- Ensure paper towels, soap and toilet paper products are stocked in restrooms daily.
- Routine cleaning of glass doors and windows and brass doors and railing throughout the Capitol and Capitol North Annex.
- Detailing of all committee rooms, House and Senate Chambers and galleries. Work as a team to ensure cleaning standards are met
- Make sure assigned cleaning duties are executed and completed in a timely manner
- Must be familiar with and have good knowledge of cleaning procedures
- Any other duties assigned by Custodial Supervisor or the Building Superintendent.

**DISTINGUISHING CHARACTERISTICS**

Incumbent must be able to work well under pressure. Must always be courteous. Must have good interpersonal skills to be able to get along effortlessly with fellow custodians, customers and staff.

**MINIMUM QUALIFICATIONS**

High school diploma or equivalent plus one year custodial or related experience.

**WORKING CONDITIONS**

Employees work in a professional office setting in the State Capitol. During legislative sessions, the agency is open seven days a week, long hours are the norm and staff may be on-call depending on session demands.

Legislative employees are exempt from the State Personnel Act and from the federal Fair Labor Standards Act.

**PHYSICAL REQUIREMENTS**

Frequently moves equipment or supplies weighing up to fifty pounds across campus for various needs.

Move about the inside of the buildings and grounds.

Constantly position self to complete assigned tasks

Must be able to remain in a stationary position 50% of the time.

Occasionally climb up and down ladders

Please send your resume and letter of interest to [Ashley.archuleta@nmlegis.gov](mailto:Ashley.archuleta@nmlegis.gov).