NEW MEXICO JUDICIAL BRANCH

SUPREME COURT CUSTODIAL NIGHT WATCHPERSON SUPERVISOR
(Classified)

TARGET SALARY: $37,155–$74,310 annually, or $17.863-$35.726 hourly depending upon experience (pay range FF)
LOCATION: Santa Fe, New Mexico
FLSA STATUS: Exempt
JOB CODE: 1231JB
BENEFITS: Competitive benefits package offered

NEW MEXICO SUPREME COURT

The Supreme Court is the highest court of the Judicial Branch of State Government. The Supreme Court's mandatory, exclusive appellate jurisdiction includes:

- Capital appeals, appeals from the Public Regulation Commission, and appeals in election challenges.
- Supervisory control over all other courts.
- Regulating attorneys licensed to practice law in New Mexico, and imposing discipline against attorneys and judges for professional misconduct.
- Responsibility for statewide administrative oversight of the entire Judiciary, including the promulgation of rules of practices and procedure and the appointment and oversight over committees, boards, and commissioners

GENERAL STATEMENT OF DUTIES

Acting under general direction of the Building Commission Division leadership team, the Supreme Court Custodial Night Watchperson Supervisor oversees court operations, supervises night staff, and monitors building security during non-business and overnight hours. This position ensures that assigned tasks are completed efficiently and that a safe and secure environment is maintained in the absence of senior leadership.

The Custodial Night Watchperson Supervisor is responsible for coordinating custodial operations, addressing court or security concerns, responding to emergencies as needed, and providing leadership and guidance to overnight staff.

EXAMPLES OF JOB DUTIES

- **The Custodial Night Watchperson Supervisor** is responsible for supervising a staff of three (3) or more night staff employees.
- Responsible for assigning tasks and monitoring the work quality of the night staff.
- Conducts performance evaluations, provides training on equipment and safety protocols, and manages and approves timesheets.
- Routinely walking the court premises to ensure cleaning standards, health codes, and all safety compliance is met.
- Overseeing security protocols by locking/unlocking buildings, arming alarm systems, and patrolling for vandalism or hazards.
- Calls appropriate personnel in the event of an emergency.
- Monitoring the use of cleaning supplies, tracking inventory, and submitting purchase requests to management so the team remains fully stocked.
- Performing minor repairs (light plumbing, fixtures & hardware, etc.) and assisting the night staff

with heavy-duty cleaning or floor care (e.g., buffing, waxing, and sanitizing) or any task during understaffed periods.
- Giving clear instructions to diverse crews and writing concise shift reports for the daytime leadership team.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of cleaning equipment and tools, chemical hazards, and multi-purpose cleaners, as well as an understanding of the nature and care of historic buildings. The candidate must be capable of reading and interpreting Material Safety Data Sheets (MSDS) and other warning and product labels.

The Custodial Night Supervisor must possess a strong combination of technical facility expertise and leadership skills. The ideal candidate should be comfortable working independently while managing a team with minimal oversight. Responsibilities include handling equipment breakdowns, addressing security concerns, and addressing unexpected staffing shortages in an efficient and professional manner.

The position also requires the ability to balance routine cleaning schedules with unforeseen maintenance emergencies and shift deadlines. The successful applicant must be attentive to detail, capable of identifying cleaning deficiencies, maintaining high sanitation standards, and ensuring quality control throughout the court. Strong supervisory skills are essential, including the ability to delegate tasks effectively, resolve team conflicts, and motivate staff during late-night shifts.

MINIMUM QUALIFICATIONS

Education: High school diploma, GED, or equivalent experience.

Education Substitution: None.

Experience: Three (3) years of commercial cleaning experience, with at least two (2) years in a team lead worker or supervisory role. Expert knowledge of commercial cleaning chemicals, safety data sheets (SDS), and heavy equipment like floor buffers and auto-scrubbers.

Preferred: Certifications in professional credentials such as CMI (Cleaning Management Institute) or specialized OSHA safety training.

Preferred: Bilingual Skills; including fluency in Spanish, are preferred in order to effectively communicate with staff members who are primarily Spanish-speaking and to enhance training and daily communication.

Supervisory Substitution: Lead worker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing Lead worker duties equals six (6) months of supervisory experience. Assigned lead worker duties include but are not limited to: train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. An additional one (1) year of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office, court setting, or in outside elements. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices. The employee is frequently required to reach forward with hands and arms; lift, carry and/or move furniture and equipment, push or pull up to 25-50 pounds, perform repetitious hand, arm or finger motions, and regularly sit, stand, walk, or kneel. The candidate may be expected to climb a ladder, crawl on the floor, work in confined spaces, and become exposed to inclement weather, fluctuating building temperatures, loud noises, and toxic/noxious fumes associated with hazardous materials.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [http://www.mybenefitsnm.com/]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click here to find out

These benefits vary by job classification or need

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History of Job Description: Dev: 05/28/26, Rev Pay Range: 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov