



Job Title:	Facilities Maintenance Worker	Job Requisition#:	2k16-08-39
Department:	Public Works	Status:	Classified
Revised Date:	7/27/2016	Job Code:	710
Union Code:	Non-represented	Handles Confidential Info:	No
First day to Apply:	08-10-2016	Entry Wage:	\$13.2346/hourly
Last day to Apply:	Open Until Filled	Work Schedule:	Varied Days & Hours

GENERAL PURPOSE: Under general supervision, performs routine preventive and general maintenance on buildings, systems and equipment in assigned area of responsibility including electrical, plumbing, grounds, carpentry, locksmith, custodial, and HVAC; operates a variety of equipment and tools associated with work assignments; ensures buildings and grounds are safe and free from trash and debris; and performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma/GED Certificate and one year of facilities, buildings, and/or grounds maintenance experience that includes working knowledge and use of various hand tools and equipment used in preventive or general maintenance and/or grounds maintenance.

Required Licenses or Certifications:

- Valid New Mexico Driver's License.

Other Requirements:

- Pre-employment drug and alcohol testing

This position is subject to random alcohol and drug testing in accordance with Sandoval County Personnel Rules and Regulations Article XIII Drug and Alcohol Policy and Testing- Drug Free Workplace

SUPERVISION RECEIVED AND EXERCISED:

Position reports to Facilities Maintenance Supervisor and does not exercise supervision over lower level staff.

ESSENTIAL JOB FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

In area of assignment:

- Performs work tasks as assigned or from emergency calls from authorized persons, memos, directions and other information and requests to perform corrective and preventative maintenance including electrical, plumbing, grounds, carpentry, locksmith, custodial, drywall, painting, HVAC; operates various equipment and tools in order to complete repairs and maintenance; and troubleshoots equipment problems to determine nature of problems, utilizing hand and power tools and testing equipment.
- Performs landscape and grounds maintenance as assigned; maintains and repairs irrigation systems including the installation and/or repair of sprinkler systems (pop-ups, directional, drip) and performs weed pick-up and disposes of trash; performs snow removal when necessary; and trims weeds around walk ways, flower beds, and walls using appropriate tools.

JOB DESCRIPTION

Facilities Maintenance Worker

- Installs and/or maintains various types of motors, lighting fixtures, circuit breakers, switches, receptacles, ballasts, generators, electrical controls, motor control centers, and programs logic controls; and monitors and changes out a variety of light bulbs when needed.
- Drives to outlying or remote facilities, local facilities, vendor businesses, and other locations as necessary; operates a variety of equipment; loads and unloads equipment off of trailers; maintains and ensures proper care in the use and maintenance of equipment, tools, and supplies; and notifies supervisor of supplies needed and/or equipment problems that occur.
- Complies with departmental and county policies and procedures; follows all safety precautions, protocols and standards; communicates with staff, other maintenance personnel and the general public; informs supervisor on regular basis of problems and concerns;.
- Performs related duties as assigned.

Required Knowledge of:

- Basic operational characteristics, services, and activities related to facilities maintenance.
- Electrical, plumbing and HVAC/R systems and repairs.
- General construction and carpentry.
- Painting practices and techniques.
- Power and hand tools and equipment operations.
- Turf management, irrigation, refuse removal and equipment maintenance; landscaping and grounds keeping equipment operation and maintenance requirements; and landscaping construction and repair techniques.
- Building trades principles, methods, and techniques.
- Safe work practices, occupational hazards, and safety precautions.
- Effective communication principles and practices including oral and written communication.
- Modern office procedures, methods, and equipment including computers, computer applications sufficient to perform assigned duties.
- Records and file maintenance.
- Proper English usage, spelling, grammar, and punctuation.

Required Skill in:

- Troubleshooting, repairing and maintaining HVAC/R, plumbing and electrical systems.
- Painting, staining and varnishing buildings and furniture.
- Operating power and hand tools and heavy equipment.
- Performing landscaping and grounds maintenance, including the operation of associated equipment and tools.
- Following written and oral instructions.
- Skill in presenting ideas and concepts orally and in writing.
- Following safety programs and protocols; working safely with equipment, tools, and materials required in area of assignment.
- Reading and interpreting schematics, drawings, and blueprints.
- Records and file maintenance.
- Utilizing personal computer software programs affecting assigned work.
- Establishing and maintaining effective working relationships with other department staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and applying applicable federal, state, and local policies, laws, and regulations.
- Working cooperatively with other departments, Agency officials, and outside agencies.

Physical Demands / Work Environment:

- Work is performed in a facilities maintenance office environment with work performed in a garage/shop environment, outdoors, and in various County buildings.
- Regularly is required to lift or carry items weighing up to 60 pounds; and regularly may be exposed to large or working machinery, extreme weather conditions, potential physical harm, hazardous chemical, and infectious disease when working in the field, operating equipment, and performing facilities/grounds maintenance and repair work.

JOB DESCRIPTION
Facilities Maintenance Worker

- Operates vehicle to remote facilities, local facilities, vendor businesses, and other locations as necessary to perform assigned work and to attend meetings and events.

I _____(Print Name) have reviewed the above job description and understand that the Essential Duties describe only the general nature, level, and type of work performed by the incumbent(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. I understand the demands and expectations of the position as described above and to the best of my knowledge believe that I can perform these duties with or without reasonable accommodation.

Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

Employee Signature

Date



**Sandoval County
CERTIFICATION OF VETERAN'S STATUS**

TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION

The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.

A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.

NAME (Please print): _____	JOB REQ # _____
ADDRESS: _____	PHONE: _____
EMAIL: _____	PHONE; _____
I AM APPLYING FOR (Position Title): _____	

PLEASE COMPLETE THE FOLLOWING:

1. Have you ever served in the United States Military, National Guard or Reserve? YES NO
2. Did you receive an honorable discharge? YES NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training? YES NO
4. **Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.**

Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.

Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.

Signature

Date