

LUNA COUNTY
JOB DESCRIPTION

POSITION TITLE: Maintenance Technician	SALARY RANGE: 28 (\$26,857-33,571 -DOE)
DATE POSTED: 03/14/2019 8:00 a.m.	CLOSING DATE: 03/28/2019 5:00 p.m.

DEPARTMENT: Maintenance	FLSA: ___ EXEMPT <u> X </u> NON-EXEMPT
Location: County of Luna	Shift: Monday-Friday, 8 a.m.-5 p.m.
REPORTS TO: Maintenance Lead	BARGAINING UNIT: No
FT REG <u> X </u> PT REG ___ TEMP ___ APPOINTEE ___ FT TERM ___ PT TERM ___ AT-WILL ___ OTHER _____	

Approved: _____, _____			
Human Resources	Date	Department Head	Date

Summary: Under direction of the Detention Facility Maintenance Technician Lead, performs a variety of work as assigned in a wide range of areas in order to provide clean, safe, efficient, attractive, environmentally healthy and structurally sound facilities that offer employees, citizens, taxpayers, visitors and inmates alike the best possible environment for productive work, housing of inmates and the conduct of County business. Demonstrates strong ethical, professional, and service oriented customer service.

Essential Duties & Responsibilities: The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Provides general maintenance of the Detention Facility’s buildings and grounds ensures effective and efficient provision of services including but not limited to; maintaining facilities and grounds to a high standard that enhances the quality of the working environment for County employees and maintaining and improving the safety of the Detention Facility’s buildings and grounds. Performs a variety of technical and skilled maintenance tasks requiring a wide range of skills including carpentry, plumbing, electrical, painting, HVAC operations and repair.

Maintains knowledge of current Federal, State and local rules and regulations and industry best practices through such means as attending seminars, reviewing professional publications, taking classes and participating in professional development activities.

Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Supervision:

Works under the direction of the Detention Facility Maintenance Tech Lead.

Supervisory Responsibilities:

Supervises no one.

Minimum Qualification Standards:**Education, Certification and Experience:**

Must have a high school diploma or GED certificate; a valid Non-Restricted New Mexico Driver's License. Must have general knowledge and skill of construction, building maintenance, mechanical equipment that includes HVAC, plumbing and electrical systems, certification preferred. No felony or moral turpitude charges as work is in a Detention Facility.

Language Skills:

The skill to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. The skill to write reports and business correspondence. The skill to logically and effectively present information both orally and in writing and respond to questions from groups of managers, clients, customers, the County Commission and the general public.

Knowledge:

Knowledge of the principals and practices of building mechanical systems, building maintenance and construction. Knowledge of the principles and practices of the Uniform Building, Plumbing, Mechanical and Electrical codes. Knowledge of office, field and construction safety rules, practices and procedures and enforcement. Knowledge of standard computer software for word processing, spreadsheets, and presentations.

Ability:

Ability to effectively work with, advise and inform County officials, employees. Ability to work with staff to achieve Department and County goals. Able to convey to subordinates the work or job that needs to be completed and direct work and see that it is completed in a timely manner. Able to comprehend, read, write and communicate in English. Ability to work as a team player and be willing to deliver superior customer service to both internal and external customers. Ability to attend training or work related training or seminars that may require out of town travel and irregular hours. Able to receive and convey telephone and oral messages to other personnel and be courteous to the public. Ensures compliance with applicable safety regulations and administrative policies. Able to pass a pre-employment and random drug screens. Able to pass position requirement physical if selected for position.

Physical Demands:

Must be able to operate a variety of equipment which includes a motor vehicle, computer, calculator, multi-line telephone, cell phone, lawn mower, tractor, backhoe and various hand and power tools. Employee is frequently required to sit, speak and hear and use hands to finger, handle, or feel objects, tools, or controls. Must be able to occasionally exert in excess of 80 pounds of force. Moderate to strenuous physical effort is required to perform work in the field which may require long periods of time walking and standing, climbing ladders; occasionally required to lift more than 50 pounds. During work site visits and inspections, the employee may be required to stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance. Vision requirements include the ability to read routine and complex documents and use a computer. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

Work Environment:

Work is mostly performed under typical office conditions; but, is also frequently performed outdoors under variable weather conditions, including temperatures extremes; the employee is exposed to hazards associated with operation of maintenance equipment, electrical currents and a normal construction environment including diesel and gasoline fumes, dust and insects; the noise level in the work environment is quiet in the office and can be loud in the field; occasionally exposed to high work places and hazards of building maintenance; work is subject to frequent fluctuations, deadlines, emergencies and includes customer and inmate interaction and can be stressful; the employee is on call to respond to emergencies and the employee often works near moving mechanical parts and equipment.

I hereby authorize Luna County to run a complete investigation on myself.

Signature _____

Date: _____

Printed Name _____

Social Security # _____ Date of Birth _____

Driver's License # _____ State: _____

LUNA COUNTY
700 S. Silver Avenue
Deming, NM 88030
575) 543-6573 Fax (575) 543-6577
RELEASE OF INFORMATION WAIVER

I consent and hereby authorize Luna County, by means of the Luna County Sheriff's Department, the Deming Police department or other entity/person who is suitable to and chosen by the County, to investigate my past and present work, character, credit record, former employment and police records to ascertain any and all information which may concern my suitability for employment with Luna County.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in any investigatory files, efficiency ratings, complaints or grievances by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations and any internal affairs investigations and discipline, including any files which are deemed to be confidential and or sealed.

I direct you to release such information upon request of the duly accredited representative of the County of Luna regardless of any agreement I may have had made with you previously to the contrary. The release of any and all information is authorized whether same is of record or not and I do, hereby, release all persons, firms, agencies, companies or groups, whomsoever, from any damages because of, or resulting from, furnishing such information to the Luna County Sheriff's Department, the Luna County Human Resources Department, the County Government and its employees from any damages or claims which may otherwise result from the use or release of such information.

Print Name _____ Date: _____

Signature _____

Address _____ City _____ State _____

Social Security # _____ Date of Birth _____

Place of Birth- City _____ State _____

Other Last Names used _____

STATE OF NEW MEXICO)

) ss

COUNTY OF LUNA)

Acknowledged before me this _____ day of _____ 2019, by

Notary Public

My Commission Expires: