

LUNA COUNTY
JOB DESCRIPTION

POSITION TITLE: Maintenance Worker	SALARY RANGE: 19 (\$24,331-\$30,413)
DATE POSTED: 09/09/2019 8:00 a.m.	CLOSING DATE: 09/23/2019 5:00 p.m.

DEPARTMENT: Maintenance	FLSA: ___ EXEMPT _X_ NON-EXEMPT		
Location: County of Luna	Shift: Monday-Friday, 8 a.m.-5 p.m.		
REPORTS TO: Maintenance Director	BARGAINING UNIT: No		
FT REG_X_ PT REG__ TEMP__ APPOINTEE__ FT TERM__ PT TERM__ AT-WILL__ OTHER _____			
Approved: _____			
Human Resources	Date	Department Head	Date

Summary: Under direction of the Maintenance Superintendent, performs a variety of construction, installation, maintenance, upkeep, beautification and repair of parks, buildings, recreation facilities, parks, grounds and general environ.

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.

Performs general building maintenance and custodial duties; constructs and maintains small buildings, pavilions, shelters, picnic areas, benches, bleachers, and other facilities; doors, windows, and plumbing; may assist in framing, painting, roofing or other semi-skilled construction and maintenance activities related to basic carpentry, plumbing, performs concrete and masonry work; assures proper installation and maintenance of playground equipment; conducts safety inspection of playground equipment; outdoor work consists of cutting, mowing, edging, trimming grass, weed removal, etc.

Assists in the installation of sprinkler systems; selects line sizes, sprinkler spacing, type and control equipment; install, test, and maintain systems.

Assists with spraying projects for the prevention or eradication of pests, fungus, and insects harmful to park plants, trees, shrubs and other environ; assures chemicals are properly stored and used in conformity with county, state, or federal regulations; operates spraying equipment.

Operates a variety of types of small and light equipment such as mowers, sod cutters, chain saws, pruning equipment, aeration tractor, and various hand tools; performs routing and regular maintenance on equipment to assure efficiency and safety. Operates lawn mowing equipment; mows and trims grass, brushes and shrubs; assists in pruning activities on trees, shrubs and plants; removes dead, diseased, or injured trees; stimulates healthy plant growth through custom pruning and cutting.

Performs general landscape and gardening duties; plants and transplants trees, shrubs, grass, flowers, etc. as directed to develop attractive parks and grounds; performs various fertilization techniques using dry and liquid chemicals.

Performs various seasonal duties such as snow removal; water line winterization, etc.; performs general maintenance; monitors and inspects refrigeration equipment; adjusts gauges if necessary and restarts system.

Performs routine preventative maintenance on building and facility systems and equipment; maintains HVAC system, calibrates thermostats; domestic hot water systems and pumps.

Performs general maintenance on various types of building components and apparatus, ceiling repair, dry wall, painting, caulking, concrete repair, etc.

Performs preventative maintenance on facility systems and equipment; maintains air conditioning system; periodic routine vehicle safety checks, i.e., cracked windshields, etc.

Performs general carpentry; maintains physical aspect of the county buildings such as window and door frames, woodwork; fabricates shelving, assembles and repairs furniture; repairs or replaces locks; fabricates furniture.

The essential functions or duties listed above 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.

Supervision:

Works under the direction of the Maintenance Superintendent.

Supervisory Responsibilities:

Supervises no one.

Minimum Qualification Standards:

Education and Experience:

- A. Graduation from standard senior high school and/or a GED
AND
- B. One (1) year of progressively responsible experience in the maintenance, upkeep, and beautification of turf, parks, facilities, and related environ;
- C. Must possess a valid State of New Mexico driver's license and be able to pass a pre-employment and random drug screens.

Knowledge:

Some knowledge of maintenance equipment such as mowers, tractor, trimmers, etc.; landscape and sprinkler system design; flow pumps; of hazards and related safety precautions associated with equipment operations.

Some skill in use of lawn and landscaping equipment, including tractors, mowers, chain saw, edgers, weed trimmers, sprinklers; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, basic mechanics, basic carpentry and masonry.

Ability to recognize and identify common weeds and pests; perform various semi-skilled and skilled functions related to building maintenance; communicate verbally and in writing; develop effective working relationships with supervisor, subordinates, and the public.

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, and hand and power tools. Employee is frequently required to sit, speak and hear and use hands to finer, 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; 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 heavy lawn and garden maintenance equipment and a normal construction environment including diesel and gasoline fumes, dust and insects and unpleasant odors from plumbing operations; the noise level in the work environment is quiet in the office and can be loud in the field; work is subject to frequent fluctuations, deadlines and includes customer 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.

Applicant Declaration

I have read the above position specifications. I understand the demands and the expectations of the position described and to the best of my knowledge, have no limitations that would prevent me from performing these duties as indicated.

Signature _____ Date: _____

Printed Name _____

