

JOB TITLE: MAINTENANCE GROUNDS/FACILITY WORKER I

DEPARTMENT: PUBLIC WORKS

JOB SUMMARY:

This position is responsible for maintaining performing semi-skilled maintenance and repair duties in municipal buildings and parks. Works under the supervision of the Public Works Foreman, Director and / or assignee.

MAJOR DUTIES:

- Operates a variety of power construction and maintenance equipment used in the facility maintenance and parks.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after each use.
- Repairs and remodels the interior and exterior of buildings including painting, framing and installing doors.
- Performs general maintenance duties such as minor electrical, carpentry and plumbing work as needed.
- Responds to emergency calls on or after working hours and required to perform stand-by duties.
- Performs other related duties as necessary or assigned.
- May be required to work shifts, odd hours, weekends, and holidays.
- Cuts and trims grass in local parks with specialized machinery.
- Cleans, sweeps, and picks up trash in the plaza.

JOB SPECIFICATIONS

- Knowledge of standard practices for general maintenance of buildings and parks.
- > Knowledge of irrigation system.
- Knowledge of basic safety precautions.
- Knowledge in operating grass cutting machines.
- Knowledge in the use of a variety of power hand and bench tools.
- Knowledge in performing plumbing, electrical, and HVAC repairs.

SUPERVISORY CONTROLS:

The Public Works Foreman Director assigns work in terms of general instructions. The work is often performed in the field, without general supervision. Completed work is spot checked for the nature and propriety of the final results.

GUIDELINES:

Guidelines include Town of Mesilla/ Public Works Department procedures, safety precautions, and appropriate federal, state, and county ordinances, statues, or procedures, as well as written and verbal instructions for supervisors. These guidelines are clear and specific, but may require some interpretation in application.

COMPLEXITY:

The work consists of varied duties in maintenance and repairs of Town facilities, parks, medians and irrigation systems

SCOPE AND EFFECT:

The purpose of this position is to maintain Town buildings and parks in a functional, safe and attractive condition. Successful performance creates a safe and comfortable environment.

PERSONAL CONTACTS:

Contacts are typically with the Public Works Foreman, Director, co-workers and general public.

PURPOSE OF CONTACTS:

Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS:

The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light or heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and be able to distinguish between shades of color and audible alarms.

WORK ENVIRONMENT:

The work is primarily performed outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating or deadly chemicals, and inclement weather. Required to lift up to 100 lbs. The use of protective devices such as masks, goggles, or gloves is required. May be required to attend special schools at the direction of the Public Works Director.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

At the direction of the Public Works Director, may supervise custodial worker and or individuals performing community service.

MINIMUM QUALIFICATIONS:

1. 18 years of age as proven by Birth Certificate or other acceptable documentation as proof of age.
2. High school diploma or General Educational Development (GED) test certificate.
3. Possession of a valid New Mexico class "D" driver's license.
4. One (1) year of experience relating to maintenance and repair of buildings and of public parks.
5. Citizenship in the United States or alien work status documents pursuant to applicable Federal Immigration Laws.

EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee Date