



## Human Resource Division

Eileen F. Sedillo  
Human Resource Director

María L. Martínez  
Chairman - District 4

Harold M. García  
Vice-Chair - District 1

Janice C. Varela  
Commissioner - District 2

Max O. Trujillo  
Commissioner - District 3

Chris A. Nazar  
Commissioner - District 5

Vidal Martínez, Ed. D.  
County Manager

### SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the position of Maintenance Worker II. This position concerns the maintenance and appearance of County buildings and grounds in a clean and safe manner by performing custodial and minor maintenance and repairs as needed. The position involves the operation and use of various types of light motorized and electrical tools and equipment as well as non-motorized and non-electrical tools and equipment used in all types of construction, maintenance and custodial work. The position requires the use of various cleaning items and cleaning chemicals.

#### RANGEII:

#### SALARY RANGE:

\$23,000.00 - \$35,000.00



#### DEADLINE:

Deadline for applications with attached resume is Thursday, March 21, 2019 at 3:00 p.m. Applications and a detailed job description may be picked up from the San Miguel County Human Resource Office located at 500 West National, Suite 202. You may also obtain an application and a job description by logging on to San Miguel County's Web Site at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us). San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.

  
\_\_\_\_\_  
Vidal Martínez, Ed. D., County Manager

3/13/19  
Date

  
\_\_\_\_\_  
Eileen Sedillo, Human Resource Director

3.13.19  
Date

Published: \_\_\_\_\_, 2019

**SAN MIGUEL COUNTY  
PLANNING AND ZONING DIVISION  
MAINTENANCE WORKER II  
JOB DESCRIPTION**

**RANGE II**

**SALARY: \$23,000-\$35,000**  
**STATUS: CLASSIFIED POSITION**  
**FLSA: NON-EXEMPT**

**DEFINITION:**

This position concerns the maintenance and appearance of County buildings and grounds in a clean and safe manner by performing custodial and minor maintenance and repairs as needed. The position involves the operation and use of various types of light motorized and electrical tools and equipment as well as non-motorized and non-electrical tools and equipment used in all types of construction, maintenance and custodial work. The position requires the use of various cleaning items and cleaning chemicals. This position is safety sensitive and subject to drug testing.

**GENERAL:**

This position is essential to ensuring the performance of all custodial and minor maintenance and repairs to various designated County facilities and grounds. Duties include those that are daily tasks and those that are assigned as needed. Daily tasks include the emptying of trash receptacles and properly disposing of such trash, sweeping and mopping of floors and stairways, vacuuming of all carpet in all offices, washing of all windows and glass fixtures such as doors and mirrors, cleaning of office counters and restroom counters, cleaning of all window sills, sweeping and mopping of all restrooms, cleaning of toilet fixtures and paper towel dispensers, sweeping of building entrance steps and sidewalks, raising and lowering of flags and collection and disposal of paper and other debris that may accumulate on exterior building grounds. The position requires ensuring the security of County buildings such as unlocking and locking of doors and general inspection to determine that all locking mechanisms are in good working order.

Duties that are assigned as needed may include replacement of burned out light bulbs, cleaning of light fixtures, buffing and waxing of floors, minor carpet shampooing, moving of office furniture within offices or from office to office or from building to building, assembly of office furniture, snow removal, sweeping of parking lots and sidewalks, washing of County vehicles, minor carpentry and repairs, minor plumbing and repairs, and addressing office personnel with various minor repairs or special cleaning requests.

The position will require the preparation, maintaining and keeping of minor clerical records such as cleaning and maintenance checklists and personal payroll timesheets and leave forms.

**EDUCATIONAL REQUIREMENTS:**

High School Diploma or equivalent.

**SPECIAL SKILLS OR REQUIREMENTS:**

Must possess a valid New Mexico Class D driver's license and be insurable by the County's insurance carrier.

Must be able to understand and carry out oral and written instructions. Must have the knowledge and ability to operate a variety of small maintenance tools, janitorial equipment and also small general carpentry hand tools, both electrical and non-electrical, in a safe manner.

Must have some working knowledge of the methods and use of materials in general maintenance work and repairs.

Must be able to interact with employees of the various governmental offices in a professional manner.

A minimum of five (5) years of work experience in custodial and maintenance for a governmental agency.

**WORK ENVIRONMENT:**

Work is performed in an outdoor setting about 70% of the time and in an indoor setting about 30% of the time. Work requires considerable flexibility due to unforeseen occurrences such as plumbing problems, mechanical problems, snow removal and special requests from various County offices. Work environment involves issues pertaining to different office settings. May be required to respond to more than one person, depending on the particular office represented. May be required to work beyond the normal work day or work shift assigned to complete assignments during snow removal, bad weather conditions, special meetings or events that may be held and under any other conditions as directed by the Planning and Zoning Supervisor, Maintenance Technician or County Manager.

**PHYSICAL REQUIREMENTS:**

Must be in good health, of good strength and stamina to perform arduous tasks.

Walk 40%, Lifts 15%

Primary work position: Stand 20%, Sit 5%, Bends 10%, Climbs 10%,

Listening, seeing and utilizing arms and hands regularly.

Bends, climbs, grabs and squats occasion.

**SPECIFIC MOVEMENTS:**

Trunk: Bends occasionally.

Arms: Reaches, extends to vehicle/equipment compartment or dash boards.  
Carries items up to 100 pounds maximum, approximately 100 feet occasionally.

Legs: Bends, walks and kneels occasionally.

Hands: Gross dexterity occasionally; grasp/manipulate frequently; bilateral coordination; eye and hand coordination.

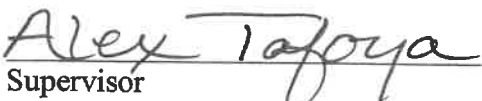
JOB DESCRIPTION APPROVED BY THE BOARD OF COUNTY COMMISSIONERS OF SAN MIGUEL COUNTY ON April 29, 2015.

  
\_\_\_\_\_  
County Manager

5/6/15  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Human Resource Supervisor

5/7/15  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Supervisor

5/13/15  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date