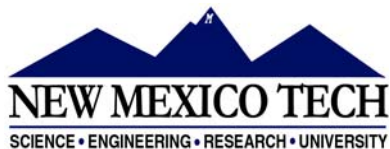


Posted: November 15, 2018



POSITION ANNOUNCEMENT

TITLE: BUILDING MAINTENANCE & GROUNDS ASSOCIATE

DEPT: EMRTC/PLAYAS

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$11.00-\$13.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: Concurrent CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Using hand and power tools to perform minor/moderate repairs to walls, flooring, roofs, repairs and cleans gutters, and evaporative coolers. Installs and repairs finishing's/fixtures such as window blinds/shades and other duties as assigned. Installs and repairs ceiling/floor tiles, and door and window maintenance. Repairs cabinets and counters. Caulks showers and sinks. Repair sinks, toilets, and showers. Repairs and maintains plumbing by replacing washers on leaking faucets and opening clogged drains. May be required to replace faucets and valves. Perform minor electrical repairs. Replacing switches, receptacle, plates, and light bulbs. Operation of medium and heavy equipment. Grounds keeping: Mow and water lawns, edge sidewalks, repair sprinklers, trim trees/shrubs, remove dead/dying trees.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition and math. Must have one year experience in general carpentry required. Must be familiar with procedures for minor electrical and plumbing repairs. Must be able to read and write legible simple instructions. Must be able to deal pleasantly and tactfully with faculty and staff. Must have a valid New Mexico Drivers license. An offer of employment is conditional on successfully passing the pre-employment drug screen. Must have the ability to obtain a DoD Secret Level Security Clearance.