



San Miguel County

Human Resource Office

Eileen Sedillo, Director

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County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero

SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the position of **Maintenance Technician/ Supervisor**. This position concerns the maintenance and appearance of County buildings and grounds facilities to ensure safety and upkeep of such facilities for employees and the general public as well as administrative duties. The position involves the planning, coordination, and direction of daily activities of Maintenance Worker I and Maintenance Worker II concerning building and grounds maintenance, repairs, cleaning, landscaping, inspections and any other activities necessary to maintain such buildings and grounds. The position involves administrative duties associated with custodial and minor maintenance and repairs. The position requires the use of various cleaning items, cleaning chemicals, small electric and non-electric hand tools, motorized and non-motorized equipment and tools and general office equipment necessary to perform administrative duties.

SUPERVISORY EXEMPT POSITION


SALARY RANGE 33: \$38,962.00 - \$48,703.00

DEADLINE: December 30, 2024

A complete application will consist of a resume, college transcript and a San Miguel County employment application. Submit application materials to the Human Resource Office located at 500 W. National Ave Suite 202, Las Vegas, NM. For more information please visit the County's website at 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.


Joy Ansley, County Manager

12.10.24
Date


Eileen Sedillo, Human Resource Director

12.10.24
Date

Published: December 13, 2024



San Miguel County

MAINTENANCE DIVISION MAINTENANCE TECHNICIAN/ SUPERVISOR JOB DESCRIPTION

Status: Exempt At-Will (Unclassified)
FLSA: Exempt

DEFINITION:

This position is a multi-faceted position and concerns the maintenance and appearance of County buildings and grounds facilities to ensure safety and upkeep of such facilities for employees and the general public as well as occasional administrative duties in regard zoning compliance. The position involves the planning, coordination, and direction of daily activities of Maintenance Worker I and Maintenance Worker II concerning building and grounds maintenance, repairs, cleaning, landscaping, inspections and any other activities necessary to maintain such buildings and grounds. The position involves administrative duties associated with custodial and minor maintenance and repairs. The position requires the use of various cleaning items, cleaning chemicals, small electric and non-electric hand tools, motorized and non-motorized equipment and tools and general office equipment necessary to perform administrative duties.

GENERAL:

The position is essential to ensuring the performance of maintenance and custodial personnel of all maintenance, repairs and cleaning to various County buildings and grounds facilities and may include performing cleaning and custodial duties as needed.

Primary functions of the position includes administrative duties such as determining work schedules and procedures to improve department and employee productivity, issuing verbal and written instructions to subordinates, assigning duties, examining work for completeness, neatness and conformance to assigned instructions, preparing work summaries or reports, conducting building inspections, coordinates and schedules the work of skilled personnel such as carpenters, electricians, plumbers and other maintenance technicians to maintain, repair or replace all building systems, maintains inventory and requisition of supplies and equipment, works with engineers, architects and County division representatives on maintenance and repair projects as well as new construction projects, assists subordinates in performing their duties and provides training as necessary, ensures that contract agreements with skilled personnel are current and up to date, and other administrative, maintenance and custodial duties that may arise necessary to maintain County building and grounds facilities.

The position will require budgetary responsibilities and accounting of expenses and maintenance cost. Will be required to determine supplies and tools necessary to accomplish maintenance work and procure, manage, and record all such expenses and cost associated with maintenance work. The position will manage and record all County building maintenance agreement required to ensure proper operation and maintenance of all operating

systems in County buildings, such as but not limited to HVAC, electrical, plumbing, pest control, and ensure the renewal of such arrangements when necessary.

Secondary functions of the position includes occasional site visits to various locations within the County to determine compliance with zoning ordinances and the providing of assistance to address zoning compliance as may be needed.

Will be required to interact with County division supervisors and elected officials on routine assignments and special assignments. Must maintain a harmonious, courteous and professional relationship and foster a teamwork environment to accomplish a variety of tasks.

May be required to attend County Commission meetings, County supervisor meetings or various County committee meetings and any other meetings as a County representative as assigned. Attendance at various County training sessions is necessary. Attendance at various educational training sessions may be required and overnight travel may be necessary.

EDUCATIONAL REQUIREMENTS:

High School Diploma or equivalent. At least two (2) years of college coursework is desired.

Three (3) years of directly related work experience or training in general building construction and maintenance with at least one (1) year in a supervisory position preferably in a governmental setting.

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 verbal and written instructions and be able to assign verbal and written instructions to subordinates. Must have the knowledge and the ability to operate a variety of small maintenance tools, janitorial equipment, and small general carpentry tools, both electrical and non-electrical, in a safe manner. Must be able to operate small motorized or non-motorized maintenance equipment, in a safe manner. Must have some working knowledge of the methods and use of materials in general maintenance work and repairs and also some knowledge in general landscaping.

Should be able to read and understand architectural prepared conceptual site plans and construction drawings. Must be able to read and understand a variety of County administrative documents, ordinances, engineer and architectural cost estimates and written instructions.

Working knowledge of an office computer for such duties as memorandum writing, completion of reports, and preparation of purchase requisitions is necessary. Use of copy machines, telephone, fax machine, general office equipment and a County vehicle is necessary. Routine maintenance inspections and scheduling of maintenance and repairs to such County vehicle is necessary.

WORKING CONDITIONS:

Work is performed in an office setting approximately fifty (50) percent of the time. Field work will include driving a County vehicle, utilized various tools and personal contact with County offices approximately fifty (50) percent of the time.

PHYSICAL REQUIREMENTS:

Mobility Factors: Walk 30%, Sit 20%, Stand 30%, Climb 5%, Lifts 15%

Primary Work Positions: Sit, stand, kneel, squat and bend.

Lifting: Occasionally. Must be able to lift a maximum of 50 pounds.

SPECIFIC MOVEMENTS:

Trunk: Bends occasionally, stands, sits, kneels and squats.

Arms: Reaches 1-4 feet, lifts from floor to waist a maximum of fifty (50) pounds.

Hands: Gross dexterity, occasionally grasps, manipulates, frequent bilateral coordination, continuous eye/hand coordination.

JOB DESCRIPTION APPROVED BY THE SAN MIGUEL COUNTY BOARD OF COMMISSIONERS

County Manager _____ Date _____

Human Resource Supervisor _____ Date _____

Employee _____ Date _____