



# San Miguel County

Human Resource Office

**Eileen Sedillo, Director**

Chairman: Harold Garcia, District 1 | Vice-Chair: Martin Sena, District 4  
Max Trujillo, District 3 | Kenneth Medina, District 5 | Bernadette Baca, District 2  
County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero


## 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. Grounds keeping are also required of this position.

**SALARY RANGE 19:** \$27,575.00 - \$34,468.00

**DEADLINE:** May 20, 2024

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 on the San Miguel County's website 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.

  
Joy Ansley, County Manager

5.7.24  
Date

  
Eileen Sedillo, Human Resource Director

5.7.2024  
Date

Published: \_\_\_\_\_, 2024



## **San Miguel County**

### **MAINTENANCE DIVISION MAINTENANCE WORKER II**

**STATUS:** Full Time  
**FLSA:** Non-Exempt

#### **Position Summary:**

Under the general supervision of the San Miguel County Maintenance Supervisor, this position maintains the County buildings and grounds by maintaining a clean and safe environment performing custodial, maintenance, repairs and landscaping 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, landscaping and custodial work. The position requires the use of various cleaning items and cleaning chemicals.

#### **Essential Duties and Responsibilities:**

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 landscaping, 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.

#### **Knowledge, Skills and Abilities:**

- Must be able to understand and carry out verbal and written instructions
- Must have the knowledge and ability to operate a variety of landscaping equipment, small maintenance tools, janitorial equipment and small general carpentry hand tools, 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
- Must be able to perform arduous tasks

**Qualifications:**

- High school diploma or equivalent suggested but not required.
- Minimum two (2) years of work experience in a custodial/ maintenance preferably in a governmental agency
- Must possess a valid New Mexico driver's license and be insurable by the County's insurance provider

**Working Conditions:**

Work is performed in both outdoor and indoor settings. Work requires considerable flexibility due to unforeseen occurrences such as plumbing problems, mechanical problems, snow removal, landscaping and special requests from various County offices. Work environment involves issues pertaining to different office settings. May be required to take direction from several individuals, 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 Maintenance Supervisor.

**Physical Requirements:**

Primary Work Positions: Walking 40%, Standing 20%, Lifting 15%, Bending 10%, Climbing 10%, Sitting 5%  
Listening, seeing and utilizing arms and hands regularly; bend, climb, grasp, kneel and squat occasionally  
May carry up to 50 pounds maximum, up to 100 feet occasionally  
Bilateral coordination, hand/eye coordination

*Position specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.*

**JOB DESCRIPTION APPROVED BY THE BOARD OF SAN MIGUEL COUNTY COMMISSIONERS:**

9.14.2022

  
COUNTY MANAGER

9/14/22  
DATE

  
HUMAN RESOURCE DIRECTOR

9.14.2022  
DATE

SUPERVISOR

DATE

EMPLOYEE

DATE