



Rio Arriba County

JOB DESCRIPTION VACANCY

MAINTENANCE/CUSTODIAN FOREMAN

DEPARTMENT:	PUBLIC WORKS/PARK & RECREATION
PRIMARY LOCATION:	ESPANOLA
SALARY RANGE:	C-4 PER SCHEDULE / \$ 16.06 TO \$ 21.06
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	NON EXEMPT
POSTING DATE:	25 MAY 2023

Primary Summary:

Under general supervision of the designated supervisor and public works director or designee, schedules and conducts day-to-day recreation activities, maintenance of buildings and assures the safety of participants. The general level and nature of this position is described in the headings below however, this is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duty responsibilities and activities may change at any time with or without notice.

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Duties and Responsibilities:

- Performs a variety of skilled maintenance duties including but not limited to carpentry, masonry, painting, landscaping, and fencing
- Ability to inspect buildings and grounds to identify needed repairs
- Receives orders and assures they are complete
- Coordinates with director on construction or repairs
- Ability and knowledge in operating tractor and familiar with attachments and equipment
- Will assist in supervising maintenance crew in all aspects of field preparation or other activities as directed by Director & or Designee
- Employee shall complete any and or all other work assignments as given by the Department Director and/or designee
- Employee shall work well under pressure, meet multiple and sometimes competing deadlines
- Employee shall at all times demonstrate ethical and cooperative behavior with colleagues and supervisors



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Minimum Qualifications:

- High School Diploma or equivalent
- Employee will complete a pre-employment drug test
- Employee will complete a new hire physical
- Employee must comply with the safety guidelines of the county
- Attend specified training classes as required by Supervisor/Director

Recommended Qualifications:

- Be responsible and accountable for property assigned to you
- Successful completion of thorough background investigation, and must not have been convicted of a felony.
- Shall be able to maintain a valid New Mexico driver's license or obtain one within one (1) month of hire date
- Knowledge of cleaning methods, materials and equipment used in custodial work

Preferred Qualifications:

- Knowledge of standard cleaning methods and procedures
- Ability to stand, walk, and bend for many hours
- Ability to perform repetitive motion for long periods
- Experience with using cleaning equipment, including vacuum cleaners and cleaning solutions
- Experience with using power equipment, including weed eater, blowers, chain saws and using hand tools

Knowledge, Skills, and Abilities:

- Ability to follow verbal and/ or written instructions
- Ability to prepare, maintain and keep records
- Ability to act in an independent and conscientious manner using sound judgment
- Maintain a clean, healthy, and safe working environment so as not to endanger self or others
- Ability to maintain confidentiality

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks, hears, stoops and carries, and may be exposed to various hazards such as infectious diseases, chemicals and fumes, heights, power equipment, and icy surfaces. The employee is required to climb railings on equipment.



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The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to eighty (80) pounds. If an item is over fifty (50) pounds, lifting shall be done by two or more County staff members. Employee will also assist on sweeping snow off sidewalks when in snow throughout county properties.

Work Environment/Conditions:

Work is performed 95 percent outdoors under various temperature conditions depending on the season and/or weather and 5 percent is spent indoors under normal temperature conditions. The work surface is a normal concrete/asphalt and natural ground and when indoors surface is carpeted, tiled, and concrete. May be exposed to body vibration, exhaust fumes, dust, and dirt when performing certain duties. Specific vision requirements for this job are distance vision, peripheral vision, and depth perception. Each county position requires the following professional skills and abilities as key and necessary elements of performance.

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- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers courteously and respectfully
- Project positive support of their department and all county organizations at all times
- Maintain and enhance the county's commitment to customer service excellence

Working Conditions for individual positions in this classification will vary based on each department's utilization, essential functions, and recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Employment Requirements:

Successful completion of a thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures.



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Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within thirty (30) days of the date of hire as a condition of continued employment.

Please send an e-mail with your Letter of Interest,

Resume and Job Application to:

JobApplications@rio-arriba.org

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810*

*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*
