



Rio Arriba County

VACANCY NOTICE

Human Resource Department

1122 Industrial Park Road

Espanola, NM 87532

Telephone: (505) 753-2992 or Fax: (505) 753-9397

www.rio-arriba.org

Position: **GROUNDSKEEPER I** **Positions Available:** **1**

Department: **PUBLIC WORKS DEPARTMENT/ESPANOLA**

Opening Date: **October 14, 2021** **Closing Date:** **October 28, 2021 by 5:00 p.m.**

As a Groundskeeper with Rio Arriba County (RAC) your primary job duty is to maintain vegetation on grounds. Will maintain landscape and gardening of areas. This candidate will operate equipment in all areas dealing with maintenance as well as working with various cleaning chemicals.

Principal Duties and Responsibilities:

- Maintains vegetation on grounds by watering lawn, trees, mowing grass, raking leaves, etc.;
- Remove snow in winter conditions and keep outdoor areas safe during bad weather, including spreading deicer on walkways and steps;
- Perform light excavation, using shovels, picks and other tools and equipment to dig trenches and level ground;
- Pick up and remove trash and debris from the property and dispose of it appropriately on a daily basis;
- Clean interior and exterior areas of buildings on a daily basis, as well as performing additional seasonal cleaning tasks;
- Maintain landscape and garden areas by planting grass, trimming trees and bushes, and fertilizing flowers and other plants;
- Carry out regular maintenance of structures, including carpentry and masonry work to repair damaged floors and walls;
- Installs and removes outdoor signs, parking and traffic control barriers and overhead banners as required;

- Maintains and repair sprinkler systems;
- Sprays for weeds and insects using unrestricted chemicals as required;
- Operates large power mowers, edger, hand tools and large vehicles associated with ground maintenance and landscaping activities;
- Operates pick-up trucks, flatbed trucks and dump trucks for hauling purposes as well as trash and debris removal;
- Perform minor maintenance and repair on equipment and tools as required;
- Evaluates situations to determine appropriate action in regard to maintenance;
- Assists in the maintenance of parking lots and other surfaces, including asphalt repairs;
- Performs related other duties as assigned by Director/Supervisor/Designee

Skills, Knowledge and Abilities:

- Experience in building of group maintenance or construction;
- Knowledge of building repair techniques including but not limited to painting and carpentry;
- Ability to operate light duty equipment, use manual tools, operate power tools, make decisions, perform arithmetical calculations and measure accurately;
- Ability to communicate effectively with staff, visitors and follow instructions in English;
- Ability to work independently;
- Skills include manual dexterity;
- Valid New Mexico Driver's License.;

Qualifications:

- High School Diploma or GED;
- Must have knowledge of hand and power tools commonly used in construction;
- Follow verbal instructions to perform essential duties;
- Use reason and judgment in performing duties and using equipment/ tools;
- Establishes and maintains effective and cooperative working relationship with others;
- Skills include manual dexterity;
- May be required to read and write the English language;
- Valid New Mexico Driver's License;

For more details on duties, responsibilities, and qualifications please contact Annabelle Almager, Human Resource Director at (505) 747-5325 or send an e-mail to amgallegos@rio-arriba.org

Starting Pay: As per 2021-2022 Rio Arriba County Salary Schedule

Interested Applicants may submit an application at the Human Resource Department in Espanola and/or the Human Resource Department in Tierra Amarilla.

The County of Rio Arriba is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit and qualifications without regard to race, national origin, political affiliation, religious faith or absence sex, age, disability, or any other non-merit factor.
