

# NEW MEXICO JUDICIAL BRANCH

## MAINTENANCE WORKER

*This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.*

### **SUMMARY**

Under general supervision, perform building, mechanical system and exterior grounds maintenance and cleaning. Some buildings and grounds may have historic significance and require preservation.

### **QUALIFICATIONS**

**Education:** Eighth grade education.

**Experience:** One (1) year experience in general building maintenance, painting, limited plumbing, carpentry, and landscaping functions.

**Licensure:** Valid New Mexico Driver's License.

**Knowledge:** Knowledge of general maintenance, painting, plumbing, carpentry, landscaping, electrical and masonry functions, mechanical and control systems, maintenance equipment and tools and basic welding techniques. Knowledge of the nature of historic buildings.

### **SKILLS AND ABILITIES**

**Skill & Ability:** **Skill** in performing preventive maintenance on heating and cooling systems. **Ability to** offer good customer service; to comprehend and execute oral and written instructions; to maintain confidentiality; read typed and/or handwritten material; read and interpret Material Data Safety Sheets (MSDS) and other warning and product use labels; to communicate with supervisors, safely operate a variety of vehicles and equipment; to use different tools (i.e. electric and manual saws and drills, lawnmower) properly and safely; to learn on the job and to ask questions if assignment is not understood; ability to appreciate the nature of a historic building; to work outside in inclement weather; to work shift schedules.

### **EXAMPLES OF WORK PERFORMED**

Perform interior and exterior painting projects, carpentry and plumbing functions and limited journeyman-level electrical and masonry functions. Work with supervisors to ensure boiler pumps work efficiently and safely; and to repair/install building fixtures or furnishings, and all types of flooring, if needed. May patch walls, as needed, and hang photographs, plaques, etc. Ensure that grounds are orderly; sidewalks are clear of snow, ice and any debris. Clean walls and bathrooms, vacuum hallways and offices. Move and/or assemble furniture; haul objects as requested and set up and take down for special meetings. Perform routine courier, delivery and assembly duties; maintenance on doors and hardware. **May** be responsible for snow removal; operate commercial and/or heavy equipment (with appropriate instruction/training); assist with fire/sprinkler and alarm systems, elevator and escalator operations; operate a key making machine; weld, repair or modify metal items; change air/water filters and fan/drive belts; repair mechanical equipment; plant and grow flowers and bushes to ensure building grounds are attractive and other duties as assigned.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The following functions are representative of the work environment and physical demands an employee may

expect to encounter in performing tasks assigned to this job.

Work is performed in an office or court environment and outdoors. The employee is frequently required to reach forward with hands and arms; lift, carry and/or move furniture and equipment, push or pull up to 75 pounds, perform repetitious hand, arm or finger motions, and regularly sit, stand, walk, kneel, stoop for long periods of time. Employee may be expected to climb a ladder or stairs, crawl on the floor, work in confined spaces, operate power tools and equipment for extended periods of time, exposed to inclement weather, fluctuating building temperatures, loud noises, electrical shock, and toxic/noxious fumes associated with cleaning and hazardous materials. Employee may be required work weekends, overtime and/or flexible work hours. May be required to be on-call 24 hours a day 7 days a week.

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