

NEW MEXICO JUDICIAL BRANCH

PAMELA B. MINZNER LAW CENTER

BUILDING OVERSIGHT AND MAINTENANCE PROVIDER

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

SUMMARY

Under the direction of the Chief Clerk of the New Mexico Court of Appeals, coordinate with mechanical, security, systems, equipment and construction providers; perform building interior and exterior maintenance and cleaning at the Pamela B. Minzner Law Center in Albuquerque. May supervise one employee.

QUALIFICATIONS

Education: High school diploma or GED.

Education Substitution: None.

Experience: Three (3) years experience in general interior and exterior building oversight, general building maintenance, and cleaning.

Experience Substitution: Additional education may substitute for up to one (1) year of experience. Thirty (30) semester hours equals one year of experience.

Licensure: Valid New Mexico Driver's License.

Other: Completion of a post offer background check may be required.

Knowledge of electronically controlled mechanical systems, heating, ventilation and air conditioning (HVAC), electrical, plumbing, carpet/flooring installation, painting and carpentry; general construction; equipment and tools necessary to perform maintenance functions; city and state building codes; cleaning techniques, supplies and equipment; OSHA regulations; Material Data Safety Sheets (MSDS); budget and procurement.

Skill & Ability: Skill in verbally communicating with staff, judges, contractors, and vendors, and following up with good customer service in person and/or over the phone; maintaining confidentiality; reading typed and/or handwritten material; interpreting warning, hazard and product and equipment use labels; properly and safely using different tools (i.e., electric and manual saws and drills, vacuum and cleaning tools); establish and maintain cooperative working relationships with others.

Ability to communicate effectively orally and in writing with a variety of individuals; coordinate with others; work effectively with service providers and vendors; assist with the building grounds/maintenance budget; vacuum, mop floors, and clean facility; to creatively and safely solve issues; be aware of the hazards of using tools and chemicals improperly; learn on the job; be computer literate; to determine the neatness, accuracy and thoroughness of the work assigned.

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EXAMPLES OF WORK PERFORMED

Contractor Coordination – Coordinate needed services with service contractors located on and off the premises; work with vendors in person and over the phone; notify Chief Clerk concerning the need for major repairs or additions to building operating systems.

Building Maintenance – Monitor electronically controlled mechanical systems, heating ventilation and air conditioning, electrical and plumbing equipment; follow safety standards and state and city building codes; test, repair, replace equipment and tools; inspect equipment systems for proper and safe performance; perform masonry, carpentry, painting, plumbing and locksmith tasks, and other building maintenance functions; run errands; coordinate physical moves on and off site for court furniture, equipment, and other property, and move and/or set up furniture; make minor adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems; monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliances use to ensure that hazards are not created; using snow shovels remove snow from sidewalks, driveways, and parking areas, and spread snow melting chemicals.

Purchasing - Negotiate with vendors to purchase materials and/or equipment needed to maintain building; provide prices and other information to the Chief Clerk for furniture, equipment, and maintenance and repairs for building; keep inventory of maintenance and cleaning supplies, tools and equipment used in the upkeep of the building; and make recommendations on necessary procurement.

Cleaning - Maintain the cleanliness of the building by performing various cleaning duties. Clean and disinfect sinks, countertops, toilets, mirrors, floors; replenish bathroom and break room supplies; wash windows, door panels, partitions, window sills; polish metalwork, such as fixtures and fittings; sweep, mop and/or vacuum floors; other floor work may be required such as scrubbing, waxing and polishing floors; mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications; follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures dust furniture, equipment, partitions; empty wastebaskets and recyclables and transports to disposal area.

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; grasp, 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, crawl on the floor, work in confined spaces, exposed to inclement weather, fluctuating building temperatures, loud noises, electrical shock, and toxic/noxious fumes associated with cleaning and hazardous materials; may be exposed to hostile or violent situations that may arise when dealing with individuals involved in court cases. The employee may be required to be on-call 24 hours per day, and may be required work weekends, overtime and/or flexible work hours.