



## **JOB ANNOUNCEMENT**

### ***General Public Vacancy***

**OPEN DATE: May 24, 2024**

**CLOSE DATE: Until Filled**

**JOB TITLE:** Maintenance Worker I

**PAY RANGE:** \$15.00/hour

**DEPARTMENT:** Public Works

**DIVISION:** Public Facilities

#### **SUMMARY**

Under the direction of the Facilities Superintendent, the Maintenance Worker I will take direction from Facilities Superintendent on tasks performed to include repairs, installations, maintenance, painting and cleaning of city buildings as well as snow removal.

#### **DUTIES AND RESPONSIBILITIES**

- Assists in the care and maintenance of all city facilities.
- Performs janitorial/custodial duties as required.
- Assists with projects deemed necessary by the Public Works Facilities Superintendent.
- Determines necessary equipment and supplies necessary to accomplish any given task.
- Receives training on the use of a bucket truck and skid loader.
- Ensures that repairs and replacements are completed to quality standards.
- Properly maintains tools, equipment, and vehicles, and ensures their safe operation.
- Performs other related duties as required.

#### **MINIMUM JOB QUALIFICATIONS**

- High school diploma or equivalent.

#### **EMPLOYMENT REQUIREMENTS**

- Must possess and maintain an insurable New Mexico Class D Driver's License.
- Required to perform "On-Call" duties on weekends, holidays, and anytime outside the normal work hours.
- Due to the need to be able to contact employee in emergency situations, employee must either have telephone or ready access to a telephone at their residence.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Basic ability to inspect structures to determine basic repair needs.
- Skill in the use of tools and materials commonly used in building cleaning and maintenance activities.
- Ability to communicate effectively both verbally and in writing.
- Ability to understand and follow specific oral and written instructions and procedures.
- Ability to interact professionally with internal and external customers.
- Ability to perform heavy manual work.
- Ability to learn and follow all safety rules as set by the City of Las Vegas.
- Ability to use equipment required for the position.
- Ability to understand the occupational hazards and standard safety precautions required in each area; follows proper safety procedures, and wears proper PPE.
- Demonstrates strong level of accountability and ownership.

*Maintenance Worker I*

Page 1 of 2

- Ability to collaborate and embrace teamwork.
- Organizational and time skills with strong attention to detail.
- Ability to meet deadlines.
- High degree of initiative; self-starter.
- Ability to used the following tools: table saw, miter saw, planner, router, sander, sawzall, skillsaw, screw gun, shovel, rake, weed eater, blower, chain saw, tamper, jackhammer, trencher, wood chipper, loppers, brooms, mops, wrenches, screwdrivers, sledge hammer, measuring tape, hand saw, taping knife, plumbing tools, generator, water pumps, drain sewer cleaner, snow blower, welders, striping machine, and grease guns.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Works is performed indoors and outdoors; and may work near traffic and around heavy equipment with possibility of physical risk. This position requires the use of appropriate PPE as directed.
- Work required to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Occasional overnight travel maybe required.
- Work requires frequent standing, walking, bending, squatting, climbing and kneeling.
- Regularly required to lift and/or move up to 50 pounds and occasionally life and/or move up to 100 pounds.
- Possible exposure to toxic gases, infectious agents and chemicals.

**NOTE:** This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

**APPLICATION PROCEDURE** – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:

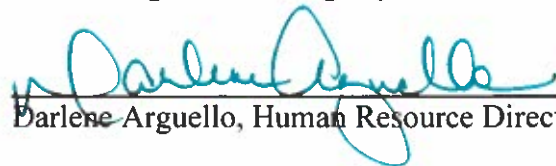
<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department  
1700 N Grand Avenue  
Las Vegas, NM 87701

OR send via email to: [consuelo@lasvegasnm.gov](mailto:consuelo@lasvegasnm.gov)

**Reviewed and approved for publishing by:**

  
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Timothy Montgomery, City Manager

  
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Darlene Arguello, Human Resource Director