



COLFAX COUNTY

Job Posting

JOB TITLE	MAINTENANCE
Pay Status	NON-EXEMPT
Reports to	MAINTENANCE SUPERVISOR
Salary	\$31,158.40
Date Close	Until filled

POSITION SUMMARY:

UNDER GENERAL DIRECTION OF THE MAINTENANCE SUPERVISOR, PRIMARILY MAINTENANCE AT THE COUNTY BUILDINGS. CLEAN OFFICE BUILDINGS AND OTHER COUNTY FACILITIES AND THE OUTSIDE GROUNDS AND SMALL MAINTENANCE DUTIES, AS WELL AS MODERATE MAINTENANCE DUTIES.

MINIMUM QUALIFICATIONS:

A High School Diploma or GED

Must have 2 years of custodial and 2 years maintenance experience.

Knowledge of the methods, materials and custodial equipment operation care and basic maintenance.

Knowledge of occupational hazards and safety precautions, related federal, state and local laws pertaining to custodial standards and techniques.

Ability to handle service matters independently and ability to command subordinates and direct their activities in a manner that provides efficiency of operations and high employee morale.

Ability to develop productive working relationships with the County Manager.

Ability to communicate effectively in both oral and written English.

WORKING CONDITIONS:

Primary work surface is concrete, carpet, or tiled floor. Also may be subject to work in inclement weather.

Works alone primarily with or without direction. May work with a group or a team.

Employee is required to read and understand the Maintenance Department Loss Control Policy that is provided to him/her.

Scheduling will consist of working Monday thru Thursday, 10-hour shifts and an on-call schedule as needed.

SCREENING AND COMPLIANCE:

The offer of this Colfax County Position requires compliance with the following:

Employee must successfully complete the post offer employment, medical examination, pre-employment drug screening, and a background check.

Employee must comply with the Personnel Ordinance and Guidelines of the County.

Employee must possess a valid New Mexico driver's license while employed in this position. Employee must attend a National Safety Defensive Driving Class before driving any County Vehicle.

PLEASE SUBMIT APPLICATION ([AVAILBLE ON COLFAX COUNTY WEBSITE](#)) & RESUME TO HUMAN RESOURCES PO BOX 1498, RATON, NM 87740 OR EMAIL SVALDEZ@CO.COLFAX.NM.US

* COLFAX COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER*