



Approval Date:2005
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MAINTENANCE WORKER

Position Purpose: Under general supervision of the Maintenance Manager, performs a variety of general maintenance, grounds keeping, clean-up and custodial duties for the Town of Edgewood.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Performs general maintenance and repairs for Town facilities and grounds through the application of maintenance, such as carpentry, painting, and/or plumbing, may change various filters and lighting components.
- Responds to emergency cleaning requirements in offices, buildings, grounds, and common areas.
- Mows grass, weeds plant beds, prunes trees, trims and edges landscaping.
- Cleans town facilities, grounds, and other community facilities.
- May perform maintenance and construction work on Town facilities, including light electrical work, plumbing, carpentry, masonry, and painting.
- Responsible for workplace safety, performs preventive maintenance and other general maintenance activities.
- Operates a variety of maintenance-related tools and landscape maintenance equipment.
- Will follow safety procedures.
- Oversees and maintains the upkeep of Municipal buildings, grounds and parks.
- Maintains an inventory list of all tools.
- Identifies and reports any needed repairs.
- Performs manual labor as needed.
- Responds to 24/7 emergency call-outs as required.
- Must be able to communicate effectively with the public.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.

- Knowledge of operations and routine maintenance of various small hand tools, equipment and light motorized vehicles.
- Knowledge of the principals, practices, techniques and methods of road construction, right-of-way repair and maintenance, and safety practices.
- Knowledge of the Town of Edgewood geography including roads and streets, agricultural, residential and commercial districts.
- Knowledge of the Town of Edgewood policies, procedures, rules and regulations.
- Skill in operating light motorized vehicles and equipment.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in establishing and maintaining effective working relationships with work crews, supervisors, and the general public.
- Skill in following and effectively communicating verbal and written instructions.
- Basic knowledge of carpentry, plumbing and electricity.
- Basic knowledge of landscaping and gardening.

Education, Experience, Certifications and Licenses: *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- High School diploma or equivalent GED certificate.
- Must be insurable.
- Possession of a valid State of New Mexico Driver's License.
- Must be a citizen or national of the United States or a lawful permanent resident (Alien#) or an alien authorized to work. (Documentation required)

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in both internal and external environments where uneven surfaces may exist and with possible exposure to inclement weather and varying temperatures.
- Work requires regular and punctual attendance.
- May be exposed to hazardous chemicals and traffic hazards.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 75 pounds.
- Work requires ability to speak, hear, touch and see.

Equipment and Tools Utilized:

- Must have the ability to operate small hand tools and equipment.
- Special Equipment includes computerized and conventional office equipment, hand and power tools, landscaping equipment, trucks, and other motorized vehicles.