

**NEW MEXICO HIGHLANDS UNIVERSITY
JOB DESCRIPTION**

Position: General Maintenance

SALARY GRADE: 9

Department: Facilities Services

Job Type: Temporary

Reports To: Facilities Maintenance Manager

FLSA: Non-Exempt

PURPOSE OF POSITON: The purpose of this position is to function as a general maintenance employee in the areas of painting, carpentry, and grounds as needed in order to maintain a clean, safe and pleasant/groomed environment for students, faculty, staff, and the community.

DUTIES & RESPONSIBILITIES:

- Caulking, finish repair, mud and tape, and texturing, sealing of finished moldings, laminates, and trim, moldings, window and door (openers/closers) system repairs.
- Installs windows, glass doors, ceilings, stair treads, and wall paneling.
- Performs basic inspections of building interiors, exteriors, retaining walls, sidewalks, and roofs, and reports any and all repairs required via work orders.
- May estimate and purchase materials to complete tasks.
- Applies paints, sealers, and routinely applies touchup paint to signage and curbing.
- Performs special refinishing tasks, such as staining, sealing, surface preparation, painting, finishing tasks, and solvents to exterior and interior building surfaces such as plaster repair and blending of wall surfaces, sheetrock, concrete, and wood.
- Routinely performs finish carpentry, masonry, concrete work, and repair projects.
- Report any irrigation leaks and identifiable grounds problems (i.e., trip hazards) to Facilities Management as soon as possible and fabrication of some parts needed for irrigation
- Performs snow removal and multiple times per day salting, as required.
- Attend mandatory trainings as needed
- Under moderate supervision, routinely irrigates landscapes, performs raking, mowing, weeding, trimming around walks, flower beds, edging, and trash/litter pickup and disposal activities multiple times per day. Cuts and waters vegetation areas, aerates turf, maintains turf, pruning, installs small shrubs and trees, installs and maintains gravel and other areas, power washes sidewalks as needed.
- Routinely operates vehicles and mechanical equipment to transport furniture, office equipment, and related items in and outside of the university as needed.
- Operates equipment such as airless spray equipment, scaffolding, motorized lifts, operate bobcat and backhoe.
- Perform daily maintenance on equipment including greasing, checking fluid levels, checking hydraulic lines, sharpening lines, sharpening blades and other miscellaneous tasks.
- Ensures proper care in the use and maintenance of equipment and supplies. May need to perform inventory counts of all shop supplies.
- Install parking barriers as needed
- Performs other miscellaneous job-related duties as assigned.
- Maintains regular attendance and interact professionally with the public

MINIMUM JOB QUALIFICATIONS:

- **Education:** High school diploma or GED
- **Experience:** One (1) year of paid maintenance related work.

SPECIAL REQUIREMENTS:

- Reports to an early work shift, beginning at 5:00 am, for snow removal purposes and/or a late afternoon shift as needed.
- Must be willing to work evenings, weekends, holidays, odd hours and overtime.
- Must possess and maintain a valid New Mexico driver's license.
- Must be willing to work a Wednesday through Sunday schedule if needed.

KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to follow and understand specific routine verbal and written instructions and procedures.
- Ability to safely and efficiently operate mechanical forklifts, lift gates, platforms, and a large moving truck.
- Basic knowledge of grounds maintenance and turf equipment operations.
- Basic ability to inspect structures to determine basic repair needs.
- Ability to interact professionally with the public.

PHYSICAL DEMANDS:

- Lifting 0 to 50 pounds.....Frequently
- Standing.....Frequently
- Walking.....Frequently
- Bending.....Frequently
- Squatting.....Frequently
- ClimbingFrequently
- KneelingFrequently
- Lifting greater than fifty (50) pounds with assistance.....Occasionally
- Pushing greater than fifty (50) pounds with assistance.....Occasionally
- Pulling greater than fifty (50) pounds with assistance.....Occasionally

ENVIRONMENTAL FACTORS:

- May be exposed to hazardous chemicals and materials
- Work in dirty/dusty conditions.....Frequently
- Work around fumes and odors..... Frequently
- Work in loud conditions..... Frequently
- Work in noisy conditions.....Occasionally
- Work in wet and humid environments.....Occasionally
- Work in extreme temperaturesOccasionally
- Work in smoky conditions..... Occasionally
- Work in poorly lit areas.....Occasionally
- Work on elevated heights.....Occasionally

APPLICATION PROCEDURE: Candidates must submit a University Employment Application.

References will be contacted in conjunction with interviews. Submit materials to:

**New Mexico Highlands University
Human Resources
General Maintenance Temp Search
Box 9000
Las Vegas, NM 87701**

Email applications will be accepted: jobs@nmhu.edu

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