



# COLFAX COUNTY

## Job Posting

<b>JOB TITLE</b>	MAINTENANCE II
<b>Pay Status</b>	NON-EXEMPT
<b>Reports to</b>	MAINTENANCE SUPERVISOR
Salary	DEPENDING ON EXPERIENCE
Date Close	APRIL 1, 2019

### **POSITION SUMMARY:**

UNDER GENERAL DIRECTION OF THE MAINTENANCE SUPERVISOR, 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 even dry, carpet, or tiled floor.

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.

### **SREENING AND COMPLIANCE:**

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

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

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 RESUME TO COUNTY HUMAN RESOURCES DEPT. IF YOU ARE INTERSTED IN APPLYING FOR THE POSITON, PO BOX 1498, RATON, NM 87740 OR EMAIL [bsamora@co.colfax.nm.us](mailto:bsamora@co.colfax.nm.us).**

**COLFAX COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**