



JOB ANNOUNCEMENT
General Public Vacancy
OPEN DATE: February 28, 2024
CLOSE DATE: Until Filled

JOB TITLE: Senior Facilities Maintenance Technician **PAY RATE:** \$22.00+ (Based on experience)

DEPARTMENT: Parks and Recreation

DIVISION: Parks and Recreation

SUMMARY

Performs under the direction of the Parks and Recreation Director. The Senior Facilities Maintenance Technician is responsible for providing lead direction and training to assigned staff, and for ensuring that facilities and adjacent grounds are maintained in a safe and effective working condition to provide the highest level of safety for staff and the public. Performance requires the use of independence, initiative, and discretion within established guidelines. This classification is distinguished from the Parks and Recreation Director in that the latter has overall administrative and operational responsibility.

DUTIES AND RESPONSIBILITIES

- Performs a variety of skilled maintenance for Abe Montoya Recreation Center, including, but not limited to, carpentry, painting, plumbing, electrical, and heating, ventilation, and air conditioning (HVAC). Lights and turns off boilers, heaters and appliances. Ensures facilities are available for use and consistently maintained in a safe and clean condition.
- Reviews completed work to ensure quality and completeness; provides input to the supervisor on staff performance.
- Evaluates assigned work projects, including materials and staff resources needed to perform the work; estimates time, materials, and equipment necessary for the successful completion of projects; acquires necessary resources as appropriate.
- Inspects facilities and grounds for safety and security; identifies and reports hazardous conditions and facility maintenance needs to supervisor.
- Provides recommendations for contracted services; oversees the work of contracted services to ensure compliance with service agreement and work quality consistent with City standards and expectations.
- Follow safe working practices and makes appropriate use of related safety equipment as required.
- Assists with structural pest control measures.
- Monitors inventory, orders supplies, and maintains purchase records within authorized budget.
- Maintains records and logs of daily activities.
- Assist with snow removal.
- Respond and assist to all emergency situations in the facility to include all city and statewide emergency situations.
- Performs related duties as assigned.

MINIMUM JOB QUALIFICATIONS

- Four years related experience and/or training; or equivalent combination of training, education, and experience that would provide required knowledge, skills, and abilities; or

Senior Facilities Maintenance Technician

- Four years relevant professional experience with one year in a lead capacity; or any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

EMPLOYMENT REQUIREMENTS

- Must possess and maintain an insurable New Mexico Class D Driver's License.
- High School Diploma or GED.
- Must possess or obtain Certified Pool Operator Certification (CPO) within three (3) months of employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to utilize turf grooming mowers, utility tractors and field attachments, utility trucks and grooming attachments and snowplow, skid steer and field attachments, back hoes, dump trailers, aerial lift bucket truck, scissor lift, chainsaw, pole saw, hedger, weed trimmer, power tools, hand tools, brush mower.
- Ability to use and maintain tools and equipment safely and effectively.
- Ability to effectively provide leadership and work direction to staff.
- Ability to speak effectively orally and in writing.
- Ability to work independently and demonstrate critical thinking.
- Ability to organize, prioritize, meet deadlines, and follow up on assignments.
- Ability to demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Ability to operate a public vehicle safely and efficiently.
- Ability to plan and develop policies and procedures.
- Ability to manage contracted services.
- Ability to read and understand complex construction resources necessary to complete the work.
- Ability to respond appropriately to changing situations.
- Knowledge of modern office practices, methods, and computer equipment and applications.
- Knowledge of relevant laws, rules, regulations, policies, and procedures.
- Knowledge of occupational hazards and related safety precautions.
- Knowledge of principles and techniques for fostering effective work groups, interdepartmental relations and community partnerships while providing high level of customer service.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed indoors and outdoors with moderate to loud noise levels.
- Required to work medium to heavy manual labor; must possess strength, stamina, and mobility to work around machines, climb and descent ladders, operate tools and equipment and operate a motor vehicle.
- Frequent exposure to controlled temperature conditions, cold and hot temperatures, or inclement weather conditions.
- Exposure to chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes.
- Regularly required to work an on-call and irregular work schedule, including weekends, early mornings, evening, and holidays.
- Work requires frequent standing, sitting, walking, reaching, bending, squatting, climbing, and kneeling; eye/hand coordination. Frequent walking in operational areas to identify problems or hazards.
- Regularly required to interact with individuals in interpreting and enforcing rules, policies, and procedures.
- Regularly required to lift, carry, push, pull and/or move up to 50 pounds or heavier and occasionally lift, carry, push, pull and/or move up to 50 pounds or heavier weight with assistance and/or the use of proper equipment.

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>

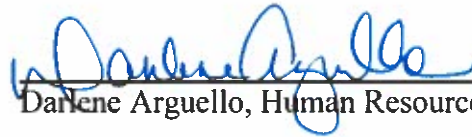
Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: mgarcia@lasvegasnm.gov

Reviewed and approved for publishing by:



Timothy Montgomery, City Manager



Darlene Arguello, Human Resource Director