



## **JOB ANNOUNCEMENT**

### ***General Public Vacancy***

**OPEN DATE: April 23, 2024**

**CLOSE DATE: Until Filled**

**JOB TITLE:** Maintenance Worker I

**PAY RANGE:** \$15.00/hr

**DEPARTMENT:** Public Works

**DIVISION:** Streets

#### **SUMMARY**

The Maintenance Worker I will take direction to perform road maintenance, maintenance of right-of-ways, maintain storm drains, maintenance of traffic signs, pavement markings, and non-electrical traffic control devices, sidewalk repair, as well as snow removal under the direction of the Streets Superintendent.

#### **DUTIES AND RESPONSIBILITIES**

- Any project, deemed necessary by the Public Works Streets Superintendent, will be accomplished when scheduled.
- Will determine what equipment and supplies are needed to accomplish any given task.
- His/ Her job is to be a Maintenance Worker I.
- Will use hand tools to include shovels, rakes, weed eaters, blowers, chain saw, loppers, brooms, wrenches, screwdrivers, sledge hammer, screw guns, hand saw.
- Will insure any repairs or replacements are done at quality standards.
- Understand the occupational hazards and standard safety precautions necessary in the areas, follows proper safety procedures, and wears proper PPE.
- Proper maintenance of tools, equipment, and vehicles, related, and ensure their safe operation.
- Required to perform "On-Call" duties on weekends, holidays, and anytime outside the normal working hours.
- Due to the need to be able to contact employee in emergency situations, employees having this job title must either have a telephone or ready access to a telephone at their residence. When contacted, the employee is expected to report to work unless there are special non-reoccurring circumstances
- Performs other duties as assigned.

#### **MINIMUM JOB QUALIFICATIONS**

- High school diploma or equivalent.

#### **EMPLOYMENT REQUIREMENTS**

- Must possess and maintain an insurable New Mexico Class D Driver's License.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to communicate effectively orally and in writing.
- Ability to perform heavy manual work.
- Ability to follow direction as given to perform tasks.
- Knowledge of all safety rules as set by the City of Las Vegas.
- Ability to use equipment required for the position.
- Trustworthy; strong personal integrity.
- Demonstrates strong level of accountability and ownership.

*Maintenance Worker I*

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- Collaborative/team oriented.
- Emotional maturity.
- Exhibits professionalism with internal and external customers.
- Organized with strong attention to detail and time skills.
- High degree of initiative; self-starter.
- Organizational skills.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Limited overnight travel may be required from time to time.
- There is a possibility of exposure to toxic gases, infectious agents, and chemicals and may work near traffic and around heavy equipment with possibility of physical risk, PPE must be utilized as instructed.
- This position will require lifting heavy objects, bending, walking, twisting, and climbing ladders, stairs, kneeling, reaching to high areas, standing for long periods of time, working in confined spaces.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, reading, as well as driving. The employee must occasionally lift and/ or move up to 50 pounds. Specific vision abilities required by this job include reading; computer, and color vision, noise level in the work environment can vary from low to moderate. Talking and hearing are essential to communicate with the public, vendors, and staff.
- The mental demands: are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various occasions, times and complicated

**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: [consuelo@lasvegasnm.gov](mailto:consuelo@lasvegasnm.gov)

**Reviewed and approved for publishing by:**

  
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 Timothy Montgomery, City Manager

  
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 Darlene Arguello, Human Resource Director