NEW MEXICO JUDICIAL BRANCH

HEATING, VENTILATION, AND AIR-CONDITIONING (HVAC) MAINTENANCE WORKER

(Classified)

TARGET SALARY: $37,155-$74,310 annually, or $17.863-$35.726 hourly depending upon experience (pay range FF)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-Exempt
JOB CODE: 9238JB
BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under general direction maintain the heating, ventilation and cooling (HVAC) system of a courthouse.

EXAMPLES OF JOB DUTIES

- **The HVAC Maintenance Worker** is responsible for diagnosing HVAC problems and deficiencies.
- Plans and oversees the care of an HVAC system and associated building equipment, maintenance, and operations.
- Assists in coordinating activities of private HVAC contract personnel and vendors.
- Maintains lighting control system, key cabinet, and making/issuing keys.
- Recommends and implements changes in facility plan operation and institutes contemporary HVACT practices.
- Identifies energy conversation opportunities.
- Schedules HVAC workflow and recommends contemporary HVAC practices.
- Maintains inventory control of supplies, parts, tools, and equipment and monitors expenditures, and inventory control.
- Performs services and repairs on mechanical systems and inspects buildings and equipment to determine a maintenance schedule.
- Provides recommendations for modifying existing facility, and contemporary HVAC practices, and monitors HVAC upgrades.
- Prepares reports and makes recommendations to court administration regarding building HVAC maintenance priorities, facility plant operation, and building code compliance.
- Assists with the preparation of the annual budget and other financial reports.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of mechanical systems, heating, ventilation and air conditioning, electrical, plumbing, heating and refrigeration systems, control systems, building blue

prints and sketches; compressors, condensers, computer control lighting systems, city and state building codes; OSHA regulations, Material Data Safety Sheets (MSDS), and Americans with Disabilities Act (ADA) requirements; budget and procurement, plumbing and electrical functions, mechanical systems; equipment and tools to perform essential functions.

MINIMUM QUALIFICATIONS

Education: High school diploma or GED.

Education Substitution: None.

Experience: Three (3) years of experience in heating, ventilation, and cooling system maintenance.

Experience Substitution: Experience in general facility maintenance and/or mechanical systems may substitute for heating, ventilation and cooling system maintenance experience on a month to month basis.

Certification: Must successfully receive an Environmental Protection Agency HVAC Certification, within 6 months of initial appointment.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office, court setting, or in outside elements. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices. The employee is frequently required to reach forward with hands and arms; lift, carry and/or move furniture and equipment, push or pull up to 25 pounds, perform repetitious hand, arm or finger motions, and regularly sit, stand, walk, or kneel. The candidate may be expected to climb a ladder, crawl on the floor, work in confined spaces, and may be exposed to inclement weather, fluctuating building temperatures, loud noises, and/or toxic/noxious fumes associated with hazardous materials.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employeeassistance program (EAP) [http://www.mybenefitsnm.com/]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays

- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click here to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply here!

History of Job Description: Dev: 06/06/08, Rev: 04/24/15, 12/16/19, Benefits updated: 02/26/21, Audited: 12/31/22, Rev Pay Range: 07/08/23, 07/05/25, Rev. Cert: 10/24/25, Rev Pay Range: 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.