NEW MEXICO JUDICIAL BRANCH

MAINTENANCE WORKER
(Classified)

TARGET SALARY: $34,299-$68,600 annually, or $16.490-$32.981 hourly depending upon experience (pay range EE)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-Exempt
JOB CODE: 1250JB
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 perform building, mechanical system and exterior grounds maintenance and cleaning.

EXAMPLES OF JOB DUTIES

- **The Maintenance Worker** is responsible for performing interior and exterior painting projects, carpentry, plumbing functions, masonry, and limited journeyman-level electrical on buildings with historic significance.
- Works with supervisors to ensure boiler pumps work efficiently and safely.
- Repairs/installs building fixtures, furnishings, and all types of flooring.
- Patches walls, hangs photographs, plaques, etc.
- Cleans walls and bathrooms, vacuums hallways and offices.
- Performs routine courier, delivery, and assembly duties and moves objects, furniture, etc.
- Operates commercial and/or heavy equipment.
- Assists with fire/sprinkler and alarm systems, and elevator and escalator operations.
- Operates a key making machine and implements routine maintenance on doors and hardware.
- Welds, repairs or modifies metal items and mechanical equipment.
- Changes air/water filters and fan/drive belts.
- Plants flowers and bushes, and ensures building grounds are maintained and free of snow, ice, and debris.
- Utilizes different tools to properly and safely maintain the integrity of historic buildings.
- Follows Material Data Safety Sheets (MSDS) and other warning and product labels.
- Climbs ladders and stairs, crawls on floor, and works in confined spaces as needed.
- Operates power tools and equipment.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate their knowledge of general maintenance, painting, plumbing, carpentry, landscaping, electrical and masonry functions, mechanical and control systems, maintenance equipment, tools, and basic welding techniques, and the nature of historic buildings.

MINIMUM QUALIFICATIONS

Education: Eighth grade education.

Experience: One (1) year experience in general building maintenance, painting, limited plumbing, carpentry, and landscaping functions.

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 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, employee assistance 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: 08/08/98, Rev: 06/25/04, 05/14/10, 04/25/15, 02/12/20, Benefits updated: 02/26/21, Audited 12/31/22, Rev Pay Range: 07/08/23, 07/06/24, 07/05/25, 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.