NEW MEXICO JUDICIAL BRANCH

SUPREME COURT BUILDING AND GROUNDS ASSISTANT SUPERINTENDENT

(Classified)

TARGET SALARY: $46,112-$92,223 annually, or $22.169-$44.338 hourly depending upon experience (pay range HH)
LOCATION: Santa Fe, NM
FLSA STATUS: Exempt
JOB CODE: 1210JB – Classified
BENEFITS: Competitive benefits package offered

NEW MEXICO SUPREME COURT

The Supreme Court is the highest court of the Judicial Branch of State Government. The Supreme Court's mandatory, exclusive appellate jurisdiction includes:

- Capital appeals, appeals from the Public Regulation Commission, and appeals in election challenges.
- Supervisory control over all other courts.
- Regulating attorneys licensed to practice law in New Mexico, and imposing discipline against attorneys and judges for professional misconduct.
- Responsibility for statewide administrative oversight of the entire Judiciary, including the promulgation of rules of practices and procedure and the appointment and oversight over committees, boards, and commissioners.

GENERAL STATEMENT OF DUTIES

Acting under the authority of the New Mexico Supreme Court Building Commission preserve and maintain the Supreme Court Building grounds, building and equipment, which is listed on the registry of historic buildings.

EXAMPLES OF JOB DUTIES

- **The Building and Grounds Assistant Superintendent** is responsible for providing day-to-day hands-on supervision of maintenance employees.
- Assigns and oversees the completion of work.
- Assists in maintaining a safe and healthy work environment for all employees in the New Mexico Supreme Court building.
- Assists in hiring, training, evaluating, and disciplining maintenance and custodial workers.
- Assists in developing and establishing policies, objectives, and systems consistent with objectives and strategic plans developed by Building Commission.
- Shares responsibilities with the Superintendent of unannounced after-hour visits to the building and responsibility for 24-hour coverage of monitoring and assisting staff during equipment and/or power failure or security breach.
- Inspects, tests, repairs, and replaces equipment tools, and systems for proper and safe performance.
- Maintains the inventory of supplies, tools, and equipment and makes recommendations on necessary procurement.
- Performs carpentry, painting, plumbing, locksmith, and landscaping tasks, and other miscellaneous maintenance functions.

- Ensures building satisfies legal standards, including all applicable federal, state, and local laws, codes, regulations, etc., pertaining to public facilities, registered historic structures, and property ownership.
- Moves and/or sets up furniture.
- Works with vendors in person and over the phone.
- Assists in developing the budget for the Supreme Court building and in planning for long-term renovation and construction projects.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of supervisory techniques; the nature of historic buildings, such as mechanical systems, heating, ventilation air conditioning, and compressors (HVAC), and HVAC automated control systems; electrical, plumbing, troubleshooting, masonry, carpet/flooring installation, painting, carpentry, and landscaping; general construction, equipment, and tools; city and state building codes, Occupational Safety Health Administration (OSHA) regulations, Material Safety Data Sheets (MSDS), and Americans with Disabilities Act (ADA) requirements; budget and procurement; and blueprints and boiler system(s) compatible with a historic building.

MINIMUM QUALIFICATIONS

Education: High school diploma or GED.

> **Education Substitution:** Two (2) years of general building maintenance, painting, plumbing, carpentry and landscaping experience may substitute for education on a year for year basis.

Experience: Three (3) years of experience in general building maintenance, painting, limited plumbing, carpentry, and landscaping, and one (1) year of supervisory experience.

> **Experience Substitution:** Additional education may substitute for up to one (1) year of experience. Thirty (30) semester hours equals one year of experience. Education may not substitute for supervisory experience.

Supervisory Substitution: Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing leadworker duties equals six (6) months of supervisory experience. Assigned leadworker duties include but are not limited to: Train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. An additional one (1) year of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

Licensure: Valid New Mexico driver's license.

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 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

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History of Job Description: Dev: 03/01/98, Rev: 06/07/04, 05/14/10, 04/24/15, 12/16/19, Rev: 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21, Audited 12/31/22, Amended title 2/20/23, Rev Pay Range: 07/08/23, Rev: 03/15/24 correction to supervisory substitution, Rev Pay Range: 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.