

FACILITY MAINTENANCE

The City of Carlsbad is accepting applications for the position of Facility Maintenance. Performs a variety of cleaning, maintenance, and minor repair activities in and around City municipal buildings.

Performs a variety of general cleaning tasks, including vacuuming and scrubbing floors, washing windows and equipment, dusting and polishing furniture, and sanitizing restroom facilities. Sets up chairs, tables, and other equipment and materials for meetings and other activities.

Performs a variety of grounds keeping tasks, including mowing and edging lawns, trimming trees and shrubs, applying fertilizer, and planting flowers. Performs a variety of building maintenance and repair tasks, including stripping, waxing, and buffing floors, changing light bulbs, painting, refinishing, doing basic carpentry, and installing and repairing plumbing fixtures.

Maintains an inventory of all equipment, tools, supplies, and materials at the assigned facility. Picks up and delivers items for other staff, including supplies, materials, and the mail.

Knowledge of equipment and supplies used for cleaning work. Knowledge of general building maintenance methods and practices, including painting, plumbing, floor stripping and waxing, and light carpentry. Knowledge of general grounds keeping methods and

practices, including equipment use and maintenance.

Ability to establish and maintain effective working relationships with other staff and the public. Ability to communicate effectively, both verbally and in writing, and to work closely with the public. Ability to follow oral and written instructions. Ability to move objects weighing more than 75 pounds.

Minimum Qualifications: Must possess a high school diploma or GED.

Experience equivalent to one (1) year full-time building maintenance work.

Must have an excellent work history to include dependability and stability. Must possess and maintain a valid New Mexico driver's license.

In addition to an excellent benefit package, starting hourly pay rate will be \$18.75 with increase to \$21.73 on first anniversary and increase to \$24.86 on second anniversary.

Additional pay increases available for applicants with advanced educational degrees.

Employees also receive a clothing allowance of \$1,300.00 per year.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221. Applicants must include a City of Carlsbad employment application filled out

completely. Resumes are not required, but may be included if desired.
Applications/resumes must be received no later than October 12, 2018.

EOE M/F/V/D