



## Santa Fe County Maintenance Technician

<b>SALARY</b>	\$19.55 - \$25.42 Hourly \$40,664.00 - \$52,873.60 Annually	<b>LOCATION</b>	Santa Fe, NM
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	202500608
<b>DEPARTMENT</b>	Community Development	<b>OPENING DATE</b>	08/07/2025
<b>CLOSING DATE</b>	8/21/2025 5:00 PM Mountain	<b>FLSA</b>	Non-Exempt
<b>BARGAINING UNIT</b>	AFSCME 1782	<b>DEPARTMENT CONTACT INFORMATION</b>	Lora Chavez (505) 992-3063
<b>UNION ELIGIBILITY</b>	Position is Union eligible after completion of one (1) year probationary period.	<b>BUDGET AMOUNT</b>	Position is budgeted up to \$22.49 hourly, commensurate with related education and experience.

### Primary Purpose

Maintains and repairs facilities, grounds and properties throughout Santa Fe County in accordance with established policies and procedures. Ensures proper care and follows safety established safety protocols in the use and maintenance of equipment and supplies.

### Essential Job Functions

- Performs minor electrical and plumbing repairs; performs welding to equipment, buildings, bridges as needed; cleans, preps, and paints housing units; installs drainage culverts; forms and pours cement; constructs a variety of fences; performs masonry constructions and repairs; performs some landscaping, grounds keeping and snow removal; installs glass; constructs, installs or removes partitions for interior remodeling; sets tile; applies paint to a variety of surfaces; constructs and installs informative signs; maintains sprinkler systems; repairs and replaces locks; may operate light and/or heavy equipment; drains, cleans and checks boilers to ensure proper operation; performs carpentry work; checks gauges and condensers on refrigeration units; cleans appliances; reads gas meters; installs guardrails, bridge rails, gabions, concrete structures and cattle guards; cuts and repairs concrete pavement;
- Orders supplies to maintain adequate stock; issues tools and equipment to staff; maintains, utilizes and repairs a variety of power tools, electric pumps and motors;
- Ensures proper care and follows safety established safety protocols in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Observes and reports conditions affecting the safety, security, and/or economical operation of facilities, fixtures, and furnishings; reports issues to supervisor.

- Maintains and submits documentation related to the performance of repair work; assists departments with special events and projects as needed. Performs routine security checks.

#### **For Assignment in Property Control and Building Services:**

- Evaluates situations to determine appropriate maintenance; cleans, preps, and paints; performs minor electrical repairs; performs welding to equipment, buildings and structures as needed; installs drainage culverts; forms and pours cement; constructs a variety of fences; performs masonry constructions and repairs; performs some landscaping; applies paint to a variety of surfaces; constructs and installs informative signs; maintains sprinkler systems.
- Maintains and uses a variety of power tools, electric pumps and motors; repairs and replaces locks; performs carpentry work; may operate light and/or heavy equipment; performs minor grading operations; transports equipment; performs minor plumbing repairs and performs routine security checks.
- Issues tools and equipment to staff; order supplies to keep adequate stock.
- Drains, cleans and checks boilers to ensure proper operation; works on automated HVAC systems; checks gauges and condensers on refrigeration units; cleans appliances; reads gas meters; repairs faucets, toilets; sweats and repairs copper pipes; replaces and repairs water fountains; installs guardrails, bridge rails, gabions, concrete structures and cattle guards; cuts and repairs concrete pavement; installs glass; constructs, installs or removes partitions for interior remodeling; and sets tile.
- Mows and waters lawns and shrubs; rakes and blows leaves and cuts weeds; shovels snow from sidewalks and walkways and applies salt to prevents accidents and falls.
- Ensures proper care and follows safety established safety protocols in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Observes and reports conditions affecting the safety, security, and/or economical operation of facilities, fixtures, and furnishings; reports issues to supervisor.
- Maintains and submits documentation related to the performance of repair work; assists departments with special events and projects as needed.

#### **For Assignment in Open Space and Trails:**

- Evaluates situations to determine appropriate maintenance; cleans, preps, and paints; performs minor electrical repairs; performs welding to equipment, buildings and structures as needed; installs drainage culverts; forms and pours cement; constructs a variety of fences; performs masonry constructions and repairs; performs some landscaping; applies paint to a variety of surfaces; constructs and installs informative signs; maintains sprinkler systems.
- Maintains, repairs, and makes improvements to County owned or operated open space, parks, trails and recreational facilities. Builds, repairs, and performs maintenance on trails, parks, open space and picnic areas; performs maintenance and improvement projects; recognizes and maintains native plants and trees.
- Maintains and uses a variety of power tools, electric pumps and motors; repairs and replaces locks; performs carpentry work; may operate light and/or heavy equipment; performs minor grading operations; transports equipment; performs minor plumbing repairs and performs routine security checks.
- Mows and waters lawns and shrubs; rakes and blows leaves and cuts weeds; shovels snow from sidewalks and walkways and applies salt to prevents accidents and falls.
- Ensures proper care and follows safety established safety protocols in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Observes and reports conditions affecting the safety, security, and/or economical operation of facilities, fixtures, and furnishings; reports issues to supervisor.
- Maintains and submits documentation related to the performance of repair work; assists departments with special events and projects as needed.

#### **Knowledge / Skills:**

- Working knowledge of including painting, carpentry, and minor grading operations of blueprints and sketches; of power and hand tools; of safety regulations; of agency policies and procedures; of welding techniques; of basic math; and of basic electrical wiring and repair.

- Ability to operate light and heavy equipment; to use hand tools; to perform arithmetical calculations; to measure accurately; to communicate effectively verbally and in writing; to analyze situations and determine appropriate action; to operate power tools; and to follow instructions.

## Minimum Qualifications

- High school diploma, GED or Bronze level ACT WorkKeys National Career Readiness Certificate (NCRC)
- Must obtain and maintain OSHA and CPR certifications.

## Supplemental Information

### Working Conditions:

Work is performed both in an office and outside in varied weather conditions with exposure to dust, fumes, airborne particles, infectious disease, chemicals, allergens, and extreme heat or cold. Work involves high risk and potentially dangerous situations working near hazardous/moving materials, equipment and machinery; exposure to excessive noise; and working with hostile and/or offensive individuals. The use of protective clothing, equipment, devices and materials is required. Work requires the ability to stand, walk, reach with hands or arms; climb or balance; stoop, kneel, crouch, or crawl; talk, hear, and smell; clarity of vision at short and long distance; and the ability to lift up to 100lbs. Work schedule may include shift and weekend hours.

### Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties. Candidate must obtain and/or maintain all certifications required.

## Benefits

Santa Fe County is proud to offer a comprehensive benefits package to eligible, full-time and part-time employees who work 20 hours per week. You will receive plan booklets, which give you more detailed information about each of these programs.

### BENEFITS OFFERED

- Medical
- Dental
- Vision
- Life Insurance
- Accidental Death & Dismemberment (AD&D) Insurance
- Voluntary Life and AD&D
- Short-Term Disability
- Long-Term Disability
- Flexible Spending Account (FSA)
- Employee Assistance Program (EAP)
- Gym Membership

To learn more details, visit our website:

- [Health Benefits](#)
- [Leave and Retirement](#)
- [Additional Employee Benefits](#)
- [Employee Development Program](#)

*Santa Fe County is an Equal Opportunity Employer*

*It is the policy of Santa Fe County to ensure equal employment opportunity to all persons regardless of race, color, age, physical or mental handicap, sex, national origin, ancestry, religion, serious medical condition, sexual orientation, gender identity, genetic information, or political affiliation.*

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**Employer**

Santa Fe County

**Address**

102 Grant Avenue

Santa Fe, New Mexico, 87501

**Phone**

(505) 992-9880

**Website**

[https://www.santafecountynm.gov/human\\_resources](https://www.santafecountynm.gov/human_resources)

## Maintenance Technician Supplemental Questionnaire

### \*QUESTION 1

Do you have a High School diploma, GED, or Bronze Level ACT WorkKeys National Career Readiness Certificate (NCRC)?

- ☐ Yes
- ☐ No

### \*QUESTION 2

Do you have a valid driver's license?

- ☐ Yes
- ☐ No

\* Required Question