Rio Arriba County

Job Description - Vacancy

CONSTRUCTION/STRUCTURAL TECHNICIAN

DEPARTMENT:	PUBLIC WORKS – BUILDING MAINTENANCE
SUPERVISOR:	PUBLIC WORKS DIRECTOR
PRIMARY LOCATION:	ESPANOLA
SALARY CLASSIFICATION:	NE6
SALARY:	$24.86 – 34.80 HOURLY
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	NON-EXEMPT
POSTING DATE:	SEPTEMBER 09, 2026

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed andmay be required to perform additional, position-specific duties. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time with or without notice.

POSITION SUMMARY

Under general guidance from the Public Works Director, accomplishes the goals and objectives of the Public Works – Building Maintenance department by assisting with the supervision of daily operations and activities of team members. Ensures the successful completion of department functions in accordance with the strategic goals, objectives, and mission of Rio Arriba County and within established policies and procedures, and applicable county, state, and federal regulations.

ESSENTIAL FUNCTIONS

- Receives and assigns work orders.
- Inspects and evaluates buildings and grounds to determine appropriate maintenance or repair.
- Acquires quotes from vendors for materials, supplies, and services.
- Orders and distributes project materials.
- Maintains complete and accurate records and reports of projects and timelines.
- Monitors and repairs building structural issues.
- Performs masonry construction and repairs, including concrete and plumbing work.
- Constructs a variety of fences and performs roofing installations.
- Patches holes in walls.
- Installs sheetrock and builds walls.
- Paints walls, doors, trim, interiors, and exteriors of buildings.
- Installs tile and carpet.
- Installs door frames, knobs, and locks.
- Mounts brackets for televisions and cabinets.
- Cuts, frames, and installs windows.

- Maintains equipment, tools, and supplies in safe and operable condition.
- Works with management to implement a strategic plan to deliver services; communicates goals, objectives, policies, and procedures in accordance with the strategic plan.
- Improves staff effectiveness by assisting with training, coaching, and counseling construction workers; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing a climate for offering information and opinions; integrating functional objectives; and providing and participating in educational opportunities.
- Participates in and hosts regular staff meetings to ensure communication among personnel regarding construction-related activities.
- Assists with conducting evaluations of construction services and works with staff to take appropriate steps to improve performance and/or customer service levels.
- Ensures the efficiency of construction operations and that the maximum level of service is achieved through a culture of teamwork and consistency.
- Contributes to the organization's effectiveness by offering information and opinion as a member of the management team.
- Complies with all property and department policies and procedures.
- Ensures work adheres to proper safety procedures.
- Maintains strict confidentiality of all information processed through the department, including records, reports, documents, conversations, etc.
- Builds and fosters effective working relationships with others.
- Stays abreast of new technologies, laws, and principles and enhances professional growth by conducting research; attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
- Contributes to a team effort to achieve goals and deliver successful outcomes.
- Executes other tasks and responsibilities as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Four (4) years of progressive work experience in building construction, or related environment.
- One (1) year of supervisory experience.
- Ability to communicate in Spanish is preferred.
- A combination of relevant education and related work experience may be considered.
- Valid driver’s license is required when operating a vehicle for work-related purposes; incumbent must possess and maintain a current driver's course certificate from Rio Arriba County or must successfully complete and receive a defensive driving course certificate within 30 days of hire.
- Must successfully complete pre-employment requirements, including a thorough background investigation, pre-employment drug screening, and MVD check.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- Goals, objectives, functions, policies, and procedures of Rio Arriba County.
- Applicable federal, state, county, and local laws, regulations, requirements, principles, and practices of building construction and repair.

- Department organization, functions, objectives, policies, and procedures.
- Occupational hazards and applicable safety codes and procedures.
- Records and project management practices.
- Modern office functions, procedures, and equipment.

SKILL IN:

- Operating power and hand tools, and heavy equipment.
- Reading, reviewing, preparing, and analyzing operational reports, contracts, minutes, resolutions, ordinances, and other business-related documents.
- Analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Supervising and training assigned staff.
- Making effective decisions in urgent situations.
- Correct English usage, grammar, spelling, and punctuation.
- Office software and industry-related applications, including spreadsheets, databases, and other industry-related applications in a Windows environment.

ABILITY TO:

- Maintain confidentiality.
- Communicate efficiently and effectively both verbally and in writing, individually and in groups.
- Establish and maintain professional relationships with individuals of varying social and cultural backgrounds, including the public and co-workers, and at all levels of the organization.
- Project positive support of the incumbent's department and Rio Arriba County, and maintain the County's commitment to excellence in customer service.
- Provide clear verbal and written instructions.
- Adapt to varying conditions, analyze situations, and adopt appropriate courses of action.
- Demonstrate professionalism at all times; demonstrate sensitivity in tenuous situations.
- Handle multiple tasks and meet deadlines.
- Work independently with minimal supervision, as well as cooperatively in group/team settings.
- Make solid decisions and exercise independent judgment.
- Work in a fast-paced environment and meet deadlines.
- Remain flexible in working hours as needed to meet deadlines and support organizational needs and demonstrate regular and reliable attendance.
- Travel to Tierra Amarilla site as needed.
- Comply with the safety guidelines of the County and follow the *Rio Arriba County Personnel Policy Handbook.*

PHYSICAL / EMOTIONAL DEMANDS, WORK ENVIRONMENT AND EQUIPMENT USAGE

WORK ENVIRONMENT:

Work is generally performed in a building and/or outdoor environment where the incumbent may be exposed to varying temperatures, weather conditions, and work surfaces. Work occasionally takes place in an office environment. Indoor work is typically completed on an even, dry, carpeted, or tiled floor; stairs may be present. Regular exposure to high-risk/potentially dangerous situations;

dust, fumes, airborne particles, and/or allergens; and excessive noise. Occasional exposure to hazardous materials and hostile, offensive, and/or violent individuals. Work frequently takes place near hazardous/moving equipment or machinery and requires the use of protective clothing, equipment, devices, and/or materials. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events. Travel to the Tierra Amarilla location will be required on occasion.

PHYSICAL/MENTAL REQUIREMENTS:

While performing the duties of this job, the employee regularly is required to stand; walk; sit; move throughout the site; use hands to manipulate, touch, or grasp objects and materials; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; communicate effectively; and lift/move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

EQUIPMENT, TOOLS, AND MATERIALS:

Tools used in performing the essential functions of the job: heavy equipment, hand and power tools, copier, vehicle, fax machine, telephone, computer, general office supplies and equipment, word processing software, presentation software, accounting software/HRIS, and adding machine.

Please send an email with your application, letter of Interest, resume and High School Diploma/GED to:

JobApplications@rio-arriba.org