



Rio Arriba County

JOB DESCRIPTION VACANCY

MAINTENANCE SPECIALIST III

DEPARTMENT:	MAINTENANCE /PUBLIC WORKS
PRIMARY LOCATION:	ESPANOLA
SALARY CLASSIFICATION:	C-08 PER-SCHEDULE
SALARY:	\$20.86 TO \$ 26.51 HOURLY / \$43,388.80 TO \$55,140.80
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	NON-EXEMPT
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	01 APRIL, 2025

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 and may be required to perform additional, position-specific duties. This position described below, 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/without notice.

Primary Summary:

Under general supervision of the Public Works Director, Construction Supervisor or designee, the candidate selected for this position will join our Construction Maintenance team. This position requires a full range of construction, facility maintenance, to support RAC facilities and including upgrades. Position may include planning, scheduling, estimating, subcontract oversight, facility operations, fencing, roofing and field execution. In addition, the selected candidate will be trained to provide direct oversight of building maintenance, project timelines and employee will assume the duties to perform essential duties and responsibilities.

Duties and Responsibilities:

- Demonstrated knowledge of basic construction principles
- Aptitude in reading and understanding design documents, drawings, and specifications to ensure their completeness, constructability, and operability
- Ability to effectively communicate solutions both verbally and in writing for management, customers, peers, and craft personnel
- Aptitude to assist conducting field verifications of construction work to oversee, facilitate, and enforce compliance with drawings, specifications, national codes, and standards
- Aptitude in collaborative problem solving to resolve facility and infrastructure constructions issues throughout the County facilities
- Knowledge of interface relationships with functional groups such as, Construction, Project Management and Facility Operations
- Ability to apply tape, texture and painting skills



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- Demonstrated expertise in reading and understanding design documents, drawings, and specifications to ensure their completeness and constructability
- Demonstrated experience interpreting construction industry specifications, construction means and methods, and national construction codes and standards
- Demonstrated ability to effectively communicate solutions both verbally and in writing for management, customers, peers, and craft personnel
- Ability to conduct field verifications of construction work to facilitate, and enforce compliance with drawings, specifications, construction codes, and standards
- Demonstrated proficiency in collaborative problem-solving to resolve facility issues in the field as the liaison between the facility manager, and the contractor, if needed
- Maintains direct working relationships with Project Manager, Project and Field Construction, Project Controls, and Procurement personnel to ensure mutual understanding, development, and attainment of objectives
- Reviews any schedule revisions for impacts and participates in the development of contingency planning

Minimum Qualifications:

- High School Diploma and/or GED
- Shall maintain a valid New Mexico driver's license while employed with RAC
- Must successfully complete a background investigation
- Must not be convicted of a felony
- Must successfully pass a drug screening
- Ability to operate office equipment and computers
- Basic math and typing skills
- Experience in the use of Outlook Mail, Microsoft Word/Excel; and the Internet

Recommended Qualifications:

- Excellent written and verbal communication skills
- Excellent organizational skills
- Excellent interpersonal skills and ability to interface with clients, contractors, and consultants on a day-to-day basis, also able to help construct porches, repair rooftops, install propanol, and other duties as assigned.

Preferred Qualifications:

- Be responsible and accountable for property assigned to you
- Construction, planning, scheduling, estimating, subcontract oversight, facility operations, fencing, roofing and field execution experience
- Experience with tape, texture and painting
- Construction, Project Management and Facility Operations



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Knowledge, Skills, and Abilities:

- Knowledge of any combination of heavy-duty equipment operation
- Knowledge of tools and their safety usage
- Practical experience operating medium/heavy-duty equipment up to two (2) years
- Demonstrate the ability to perform the duties required at the journeyman level
- Ability to follow verbal and/ or written instructions
- Ability to prepare, maintain and keep records
- Ability to act in an independent and conscientious manner using sound judgment
- Maintain a clean, healthy, and safe environment, preventing danger yourself or others
- Ability to act in an independent and conscientious manner using sound judgment
- Ability to maintain confidentiality
- Ability to handle multiple tasks and meet deadlines
- Ability to communicate effectively, both orally and in writing

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to fifty (50) pounds. If an item is above fifty (50) pounds in weight then two or more County staff members will team up to lift the object.

Work Environment/Conditions:

Employee works inside and outside in all kinds of weather. On-site inspections possibly involve exposure to operating equipment and machinery, dust, fumes, smoke and high noise levels. Employee will manage disasters and/or incidents countywide and may be required to travel within the County and occasionally Out of State.

The above statements; are intended to describe the general nature and level of work being performed however, this is not an exhaustive list of all duties, responsibilities, or skills required for this position. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings. Must be available to provide customer support.



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All county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers in a courteous and respectful manner
- Project positive support of their department and all county organizations at all times
- Maintain and enhance the county's commitment to customer service excellence

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy posts. Employment requirements will accommodate individuals with disabilities.

Conditions of Employment:

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

**Please send an e-mail with your Letter of Interest,
Resume and Job Application to:**

JobApplications@rio-arriba.org

P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810

Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397
