



PUEBLO DE SAN ILDEFONSO
Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

POSITION DESCRIPTION

POSITION: General Facilities Maintenance
SALARY: DOE
FLSA STATUS: Non-Exempt

LOCATION: Pueblo de San Ildefonso
REPORTS TO: Facilities Manager

Job Summary

Under direct supervision, maintains the government facilities and grounds to support the efforts of the Administration of the Pueblo de San Ildefonso. Supports the Facilities Manager by carrying out the day-to-day responsibilities to ensure the safety of the employees and the public by creating and maintaining a safe, clean and healthy environment. Performs cleaning, minor repair and grounds maintenance services.

Supervision and Guidelines

Work performed is under the direct supervision of the Facilities Manager. Guidelines include generally accepted environmental health principles, applicable laws, rules and regulations, Pueblo de San Ildefonso policies and procedures and supervisory and administrative instructions and directives.

Essential Functions

Performs manual unskilled and semi-skilled tasks to maintain the government facilities and grounds creating a safe, clean and healthy environment.

Performs routine cleaning services on offices, hallways, meeting rooms and restrooms. This includes daily trash collection and disposal; floors, sinks, toilets washed and sanitized; toilet paper, paper towel and soap containers refilled; and grounds keeping for the administration facilities and other program facilities.

Scrubs, waxes, polishes floors.

Vacuums and/or cleans rugs, blinds, drapes and upholstery.

Washes windows, inside and outside.

Paints.

Performs minor repairs of facilities and equipment.

Department: Facilities

Revised: 08.01.204; 2/22/2010 change job title; 3/2/09

Date Created: 8/27/04

Approved: Darryl Martinez Facilities Manager, Stephen Martinez Natural Resources Director

Prepares, plants and maintains grass, flowers, trees; waters landscaped areas; mows lawns.

Shovels snow and removes ice from building entrances and walkways and makes them safe.

Operates power tools and equipment from sanders to mowers.

Identifies and uses appropriate materials and equipment to perform duties.

Monitors and orders maintenance supplies and equipment.

Assist with the arrangement of furniture and equipment for the purpose of providing adequate preparations for special events.

Performs other duties as assigned.

Work Environment

Work is performed inside and outside in varying weather conditions. Requires physical ability to perform duties. May involve climbing ladders while lifting and carrying equipment weighing up to 50 pounds or more. Some travel may be required.

Minimum Qualifications

High School Diploma or GED required. Knowledge of proper cleaning and general building repair methods is desired. 2 years of relevant experience to the duties and responsibilities outlined or equivalent education. Ability to carry out instructions through completion. Ability to use and control powered equipment; set-up and climb ladders; lift and move furniture. Good customer service skills. Some computer knowledge or a willingness to learn computer basics a plus. Must maintain a professional appearance and manner. Must have a valid driver's license and must be insurable under the Pueblo de San Ildefonso vehicle insurance policy.