

NEW MEXICO JUDICIAL BRANCH

BUILDING AND GROUNDS ASSISTANT SUPERINTENDENT

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under authority of the New Mexico Supreme Court Building Commission, preserve and maintain the Supreme Court Building grounds and Supreme Court building and equipment, which is listed on the registry of historic buildings. Assist with employee supervision and assign work to building maintenance and custodial staff. Under direction, perform journey-level interior and exterior building maintenance, service and repair on facility operating systems.

QUALIFICATIONS

Education: High school diploma or GED.

Education Substitution: Two (2) years of general building maintenance, painting, plumbing, carpentry and landscaping experience may substitute for education.

Experience: Three (3) years experience in general building maintenance, painting, limited plumbing, carpentry, and landscaping. Plus one (1) year of supervisory experience.

Experience Substitution: Additional education may substitute for up to one (1) year of experience. Thirty (30) semester hours equals one year of experience. Education may not substitute for supervisory experience.

Licensure: Valid New Mexico Driver's License.

Knowledge: Knowledge of supervisory techniques, coaching, performance evaluations; hiring, training, discipline, termination; the nature of historic buildings: mechanical systems, heating, ventilation air conditioning and compressors (HVAC) and HVAC automated control systems, electrical, plumbing including sump pumps troubleshooting, masonry, carpet/flooring installation, painting, carpentry, and landscaping; general construction; equipment and tools necessary to perform maintenance functions; city and state building codes; OSHA regulations; Material Data Safety Sheets (MSDS), and Americans with Disabilities Act (ADA) requirements; budget and procurement; blueprints and boiler system(s) compatible with a historic building.

Skill & Ability: **Skill in** performing preventative maintenance on heating and cooling systems giving direction to subordinates; verbally communicating with subordinates, customers, contractors, and vendors, and following up with good customer service in person and/or over the phone; maintaining confidentiality; reading typed and/or handwritten material; reading and interpreting warning, hazard and product and equipment use labels; using different tools (i.e., electric and manual saws and drills, lawnmower) properly and safely. **Ability to** communicate effectively in orally and in writing with all parties; work effectively with vendors; assist with the building grounds/maintenance budget; appreciate the uniqueness of a prominent public facility and historic courthouse structure; to creatively and safely solving issues in a historic building; be aware of the hazards of using tools improperly; learn on the job; operate a Commission vehicle; be computer literate.

EXAMPLES OF WORK PERFORMED

Supervision - Provide day-to-day hands-on supervision of maintenance employees; assign and oversee

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completion of work; assist in maintaining a safe and healthy work environment for all employees in the New Mexico Supreme Court building; assist Superintendent in hiring, training, evaluating and disciplining maintenance and custodial workers; assist Superintendent in developing and establishing policies, objectives and systems consistent with achievement of overall goals, objectives and strategic plans developed by Building Commission and share responsibility with Superintendent of unannounced after-hour visits to building and responsibility for 24 hour coverage of monitoring and assisting staff during equipment and/or power failure or security breach and other duties as assigned.

Maintenance - Test, repair, replace equipment and tools; inspect equipment systems for proper and safe performance; perform carpentry, painting, plumbing, locksmith and landscaping tasks, and miscellaneous other building maintenance functions; keep inventory of supplies, tools and equipment used in the upkeep of the building and make recommendation on necessary procurement; run errands; ensure building satisfies legal standards, including all applicable federal, state and local laws, codes, regulations, etc., pertaining to public facilities, registered historic structures, property ownership, etc. and move and/or set up furniture.

Administrative - Work with vendors in person and over the phone; assist Superintendent in developing budget for the Supreme Court building and in planning for long-term renovation and construction projects, and interface with those involved in such renovations and projects.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work is performed in an office or court environment and outdoors. The employee is frequently required to reach forward with hands and arms; lift, carry and/or move furniture and equipment, push or pull up to 75 pounds; perform repetitious hand, arm or finger motions; and regularly sit, stand, walk, kneel, stoop for long periods of time. Employee may be expected to climb a ladder, crawl on the floor, work in confined spaces, exposed to inclement weather, fluctuating building temperatures, loud noises, electrical shock, and toxic/noxious fumes associated with cleaning and hazardous materials. The employee will be required to be on-call 24 hours per day, and may be required work weekends, overtime and/or flexible work hours.

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