

NEW MEXICO JUDICIAL BRANCH

BUILDING AND GROUNDS SUPERINTENDENT (AT-WILL)

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. Under direction, supervise the maintenance and custodial staff. Provide recommendations for modifying existing facility and assist in developing and monitoring Capitol Improvement Projects.

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: Five (5) years of experience in general building maintenance, painting, limited plumbing, carpentry and landscaping functions and two (2) years 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; setting short and long-range goals; in giving direction to subordinates; planning and prioritizing work; communicate effectively orally and in writing 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** work under severe time constraints and meet multiple demands from several people; assume responsibility for the safety, well-being or work output of other people; assist with the building grounds/maintenance budget; to travel; to periodically attend training, meetings and presentations; to appreciate the uniqueness of a prominent public facility and historic courthouse

NEW MEXICO JUDICIAL BRANCH

BUILDING AND GROUNDS SUPERINTENDENT

structure; ability to appreciate the nature of a historic building; to be creative in safely solving issues of such building; to operate a Commission vehicle; to be computer literate.

EXAMPLES OF WORK PERFORMED

Supervision - Plan, organize, delegate, coordinate and review work and hire, train, evaluate and discipline the maintenance and custodial staff; assign and oversee completion of work; maintain a safe and healthy work environment for all employees in the New Mexico Supreme Court building and coordinate activities of private security personnel.

Administration - Assist with preparation of annual budget; monitor expenditures and inventory control of supplies, parts, tools and equipment; analyze remodeling requests; prepare reports and make recommendations to Building Commission regarding building management, priorities and staffing; hire vendors to service HVAC systems; approve all purchases for Building Commission; assist in the development and implementation of Capitol Improvement Projects; investigate employee and public accidents to determine probable cause; develop corrective action plans and other duties as assigned.

Maintenance - Perform basic service and repairs on mechanical systems; inspect building, grounds and equipment to determine maintenance and grounds beautification schedule; monitor and inspect projects to insure compliance with building codes;

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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 to weekends, overtime and/or flexible work hours.

Rev: 3/98, 6/7/04, 5/14/10, 4/24/15