**CITY OF ELEPHANT BUTTE
JOB DESCRIPTION**

Position: **Maintenance Worker**

Status: Full Time, Non-Exempt

Pay: $10.00/hr

General Statement of Duties:

Under the direct supervision of the City Manager, Director of Public Works, or designee, performs the duties of a Maintenance worker for the City of Elephant Butte.

Features of the Position:

Position is 40 hours per week. Being a non-exempt employee, any hours worked over a 40 hour workweek are subject to be paid overtime. At times the hours may be non-traditional hours and schedules, such as nights, weekends, and early hours. Employee must have exceptional customer service skills. This employee must have the ability to multi-task and is able to function with multiple interruptions. This position requires working directly with the general public, contractors, other governmental entities, and other City staff.

Organizational Relationship:

Work is performed under the direct supervision of the Maintenance Supervisor, and Director of Public Works. Employee will work closely with the other staff. Independence of action is stressed in general performance duties. Duties will be assigned by work order.

Principal Duties and Responsibilities:

* Maintenance and upkeep of the City buildings and facilities.
* Minor construction activities related to facility maintenance to include working with hand tools, power tools, small machinery and equipment.
* Minor construction activities related to roadway maintenance to include working with small machinery and equipment required to maintain roadways.
* Work with water and sewer departments as needed for maintenance-related activities.
* Customer service and complaint resolution.
* Weed control with training and certification in applicator.
* Keeps records of maintenance performed.
* Works within the procurement code and city regulations to bid or quote for materials or contractors to construct or maintain.
* May be asked to help with water and sewer programs such as treatment plant operations and maintenance, sewer system and lift station operations and maintenance, meter reading, meter and service installations, well maintenance, storage tank maintenance.
* Assist with maintenance and upkeep of the City rights of way and roadways.
* May be required to perform other duties as assigned.

The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

Minimum Qualifications:

* Excellent customer service skills, including the ability to resolve complaints and work with constituents in a positive manner.
* Ability to multi-task and operate with numerous interruptions.
* General knowledge of maintenance operations including operations of machinery and equipment.
* Must be able to understand and follow oral and written instructions.
* Learn City operations, routines and processes readily.
* Establish and maintain harmonious working relationships with the public and other employees.

Experience and Training:

High school diploma or GED equivalent required. The City will provide time and financing for future training to gain certification and higher certifications when appropriate. Experience in operations of hand tools, machinery and heavy equipment is preferred. CDL is recommended.

Physical Demand of the Position:

While performing the duties of this position, the employee will be working primarily outdoors with occasional office work for reporting and other required paperwork. The employee may be required to communicate both orally and in writing and speak in front of the public and City Council. Employee must be able to reach and manipulate objects, tools or controls; drive; type; and lift. This position requires mobility and may involve moving materials weighing over fifty (50) pounds on a frequent basis; manual dexterity and coordination are required over 80% of the work period. This employee will be in contact with treatment chemicals and potentially hazardous materials such as raw sewage.

Pre-employment Requirements:

Must be able to pass a drug screen

Must demonstrate ability to perform basic functions by passing a skills test

Education, experience and references will be verified

Additional Requirements: None.

Compensation: Hourly/paid every two weeks

Exemption Status: Non-Exempt

Benefits: Participation in the New Mexico Public Employee Retirement Association is required. City offers a partial paid insurance program. The City offers additional participation in a 457 governmental retirement plan.