



State of New Mexico  
Classification Description

## MAINTENANCE & REPAIR WORKERS, GENERAL

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### General Summary

Performs work involving various maintenance or craft occupations to keep machinery, mechanical equipment, and facilities in good repair. Maintenance and repair workers also perform routine preventive maintenance to ensure that machinery continues to run smoothly, and building systems operate efficiently.

### Maintenance & Repair Worker, Gen-B

**Jobcode:** U9042B

**Pay Band:** 40

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

### *Distinguishing Characteristics*

This is the basic-level of the Maintenance & Repair Worker classification series. Performs basic maintenance and repair duties under the direct instruction, mentoring, and supervision of advanced level Maintenance & Repair Workers and the Maintenance & Repair Worker Supervisor.

### *Recommended Education and Experience for Full Performance*

High School Diploma or Equivalent and one and a half (1.5) years of experience in general building and grounds maintenance, custodial duties, construction or appliance repair.

### *Minimum Qualifications*

High School Diploma or Equivalent and three (3) months of experience in general buildings and grounds maintenance, custodial duties, construction or appliance repair.

### *Essential Duties and Responsibilities\**

- Employees in this role perform a multitude of basic tasks related to maintenance and repair.
- Assist more advanced level Maintenance & Repair Workers with performing and completing various maintenance and repair projects.

### Maintenance & Repair Worker, Gen-O

**Jobcode:** U9042O

**Pay Band:** 45

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

### *Distinguishing Characteristics*

This is the operational-level of the Maintenance & Repair Worker classification series. Performs complex maintenance and repair duties, while exercising a moderate level independence and judgement.

### *Recommended Education and Experience for Full Performance*

High School Diploma or Equivalent and two (2) years of experience in general building and grounds maintenance, custodial duties, construction or appliance repair.

### *Minimum Qualifications*

High School Diploma or Equivalent and six (6) months of experience in general building and grounds maintenance, custodial duties, construction or appliance repair.

***Essential Duties and Responsibilities\****

- Employees in this role perform a multitude of complex tasks related to maintenance and repair.
- Performs facility maintenance tasks, including but not limited to, painting, grounds keeping, snow removal, and planting and maintaining vegetation.
- Inspects facilities to determine needed repairs.
- Performs minor carpentry repairs.
- Installs fencing, tiles, and drainage piping.
- Repairs deck and piling on bridges.
- Patrols facility to ensure that grounds are clean, safe and free of debris.

**Maintenance & Repair Worker, Gen-A**

**Jobcode: U9042A**

**Pay Band: 50**

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

***Distinguishing Characteristics***

This is the advanced level of the Maintenance & Repair Worker classification series. Performs the most advanced maintenance and repair duties, while exercising a high level independence and judgement.

***Recommended Education and Experience for Full Performance***

High School Diploma or Equivalent and four (4) years of experience in general buildings and grounds maintenance, custodial duties, construction or appliance repair.

***Minimum Qualifications***

High School Diploma or Equivalent and one (1) year of experience in general buildings and grounds maintenance, custodial duties, construction or appliance repair.

***Essential Duties and Responsibilities\****

- Employees in this role perform a multitude of advanced tasks related to maintenance and repair.
- Performs complex maintenance tasks related to construction and carpentry, including, but not limited to masonry, painting, sand blasting, fencing and concrete installation.
- Constructing, assembling, and repairing structures.
- Repairing/remodeling offices and buildings by repairing roofs, replacing floors, stairs and doors.
- Landscaping and grounds keeping.
- Inspecting buildings to make sure they are in good repair and are in compliance with building codes.
- Maintain, repair, and operate heavy equipment to perform various maintenance tasks.
- May perform extensive budgetary, procurement, and inventory duties.

**Maintenance & Repair Worker, General Supervisor**

**Jobcode: U9042S**

**Pay Band: 55**

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

### ***Distinguishing Characteristics***

The Maintenance & Repair Worker General Supervisor devotes a substantial portion of time assigning and directly supervising the work of at least two (2) full-time equivalent employees\*\*, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel.

### ***Recommended Education and Experience for Full Performance***

High School Diploma or Equivalent and four (4) years of experience in general buildings and grounds maintenance, custodial duties, construction or appliance repair, two (2) years which must be supervisory as it pertains to the essential duties and responsibilities of the classification.

### ***Minimum Qualifications***

High School Diploma or Equivalent and one (1) year of experience in general buildings and grounds maintenance, custodial duties, construction or appliance repair.

### ***Essential Duties and Responsibilities\****

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full-time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Directs and participates in maintenance, repair and ground keeping duties.
- Inspects work of Maintenance & Repair Workers to ensure projects are completed properly, efficiently and in compliance with established standards and codes.
- May perform extensive budgetary, procurement, and inventory duties.

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**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

### **Statutory Requirements:**

### **Conditions of Employment:**

**Working Conditions:** Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Established:** 07/07/2011; 04/27/2012 (supervisor) **Revised:** 9/20/2011; new CD format (10/25/2019)

*\*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*

*\*\* Supervisor must supervise two (2) or more full-time positions.*