



Administrative Office of the Courts

Business Unit: 21500

Pamela B. Minzner Law Center Building Oversight and Maintenance Provider, #00037245-21500, Full-Time, Perm, in Albuquerque, NM

of Positions: 1

Opening Date: 05-30-2023 - Close Date: 06-20-2023

Job Pay Range: HH: \$20.491 - \$40.982 per hour

Target Pay Range/Rate: \$20.491 - \$40.982 per hour

The Court of Appeals is recruiting a Full-Time, Classified, Pamela B. Minzner Law Center Building Oversight and Maintenance Provider position #00037245-21500 in Albuquerque, New Mexico. GENERAL STATEMENT OF DUTIES: Acting under general direction of the Chief Clerk of the New Mexico Court of Appeals performs interior and exterior building maintenance and cleaning at the Pamela B. Minzner. Finalist(s) may be subject to criminal background checks.

EXAMPLES OF JOB DUTIES

- The Building Oversight and Maintenance provider is responsible for coordinating with mechanical, security, systems, equipment, and construction providers.
- Negotiates and works with vendors in person and over the phone to purchase materials and or equipment.
- Notifies Chief Clerk concerning the need for major repairs or additions to the building and provides prices and or other information.
- Provides prices and other information to the Chief Clerk for furniture, equipment, and maintenance repairs.
- Monitors and repairs electronically controlled mechanical systems, heating ventilation, air conditioning, and electrical and plumbing equipment.
- Follows safety standards, and state and city building codes.
- Inspects equipment systems and tools for proper and safe performance.
- Performs masonry, carpentry, painting, plumbing and locksmith tasks, and other building maintenance functions.
- Coordinates physical moves on and off-site for court furniture, equipment, and other property, and moves and/or sets up furniture.
- Monitors building security and safety after operating hours and checks electrical appliances use to ensure that hazards are not created.
- Clears sidewalks, driveways, and parking areas, from debris or snow.
- Keeps inventory of maintenance and cleaning supplies, tools, and equipment used in the upkeep of the building.
- Prepares cleaning solutions and performs various cleaning duties such as cleaning and disinfecting sinks, countertops, toilets, floors, etc.
- Replenishes bathroom and break room supplies.
- Washes windows, door panels, partitions, windowsills, and polishes metalwork.

- Sweeps, mops, scrubs, waxes, polishes, and or vacuums floors.
- Mixes water and detergents or acids in containers.
- Follows procedures for the use of chemical cleaners, and power equipment.
- Empties wastebaskets/recyclables and transports to disposal area.
- May supervise one employee.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of electronically controlled mechanical systems, heating, ventilation and air conditioning (HVAC), electrical, plumbing, carpet/flooring installation, painting and carpentry; general construction; equipment and tools necessary to perform maintenance functions; city and state building codes; cleaning techniques, supplies and equipment; OSHA regulations; Material Safety Data Sheets (MSDS); and budget and procurement.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive 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, court setting, or in outside elements. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices. 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 25 pounds, perform repetitious hand, arm or finger motions, and regularly sit, stand, walk, or kneel. The candidate may be expected to climb a ladder, crawl on the floor, work in confined spaces, and become exposed to inclement weather, fluctuating building temperatures, loud noises, and toxic/noxious fumes associated with hazardous materials.

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

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [<http://www.mybenefitsnm.com/>]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid time off, up to eight (8) weeks
- Paid time off and retirement buyback
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [<http://www.nmpera.org/>]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*

These benefits vary by job classification or need

QUALIFICATIONS

- Education: High school diploma or GED.
- Education Substitution: None.
- Experience: Three (3) years experience in general interior and exterior building oversight, general building maintenance, and cleaning.

- Experience Substitution: Additional education may substitute for up to one (1) year of experience. Thirty (30) semester hours equals one year of experience.

TO APPLY: Submit a New Mexico Judicial Branch Application for Employment or a Resume Supplemental form and proof of education to:

Application forms:

[Microsoft Word Format](#)

[Adobe PDF Format](#)

Resume Supplemental Forms:

[Microsoft Word Format](#)

[Adobe PDF Format](#)

Administrative Office of the Courts
Attn: AOC Human Resources Division
202 East Marcy Street
Santa Fe, New Mexico 87501
Fax: 505-479-2641
Email: jobs@nmcourts.gov

PROOF OF EDUCATION IS REQUIRED.

EQUAL OPPORTUNITY EMPLOYER