

**MESA VISTA CONSOLIDATED SCHOOL DISTRICT
IS SEEKING APPLICANTS FOR THE FOLLOWING POSITION**

**Substitute
Maintenance/ Custodian**

QUALIFICATIONS:

The maintenance/custodian worker is responsible for the day –to-day care, upkeep, maintenance, cleanliness and repair of district facilities and equipment, as assigned by the maintenance/ custodial supervisor or other immediate supervisor.

- These duties include major and minor repairs as expertise and equipment available allow.
- A maintenance worker may be assigned on a temporary, rotating, or permanent status to any of the facilities of the district commensurate with the district facility needs.
- This type of position requires strength and stamina to perform strenuous tasks in varied working conditions.
- Must possess and maintain a current New Mexico Driver's license.
- Maintenance worker must be capable of lifting at least 60 pounds and have the ability to perform all essential functions and physical demands.
- **EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**
- Must be knowledgeable in the following areas:
- Inspection of machinery and mechanical equipment defects.
- Dismantling of machines or equipment to gain access to defective parts and repairs them, using hand tools.
- Replace rubber drive belts on machines
- Clean, lubricate shafts, bearings, gears, pulleys and other parts of machine, using rags, brushes and grease gun.
- Measure, cut, and install pipe and tubing for water and hydraulic lines, using ratchet, cutting die and threading die.
- Repairs and replaces gages, valves, pressure regulators and other plumbing equipment and opens clogged drains, using plunger and plumbers' tools.
- Repairs and/or replace fixtures as needed.
- Make and repair counters, benches, partitions, and other wooden structures, using saws, braces, bits and other carpenter's tools.
- Paint walls, floors, woodwork, and fixtures using spray gun and/or brushes.
- Replace and repair brick and plaster walls, using trowel and other tools necessary for masonry work.
- Operates welding equipment and performs welding tasks as needed (if qualified).
- May perform occasional unskilled and manual labor tasks.
- Assist with planning and installation of landscaping materials, including fences and walls, and provides care and maintenance of landscape areas.
- Assist with care and maintenance of walkways, roadways, and other traffic areas, including snow removal as necessary.
- Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces
- Sweep and mop floors and vacuum carpets
- Wash and sanitize toilets, sinks and showers and restock disposables (e.g. soap)
- Wipe mirrors and windows
- Maintain outer premises by watering plants, mowing lawn, cleaning entrances
- Utilize insecticides to prevent infestation by dangerous pests
- Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks etc.)
- Secure facilities after operating hours by locking doors, closing windows and setting up the alarm
- Shoveling snow from the sidewalk, lifting heavy items, moving chairs etc.)
- Performs other tasks related to the position assigned.

Requirements

- Proven experience as custodian, janitor, maintenance or in a similar role
- Knowledge of use and maintenance of industrial cleaning equipment and appliances
- Knowledge of safe disposal of chemical liquids and other hazardous components
- Familiarity with basic landscaping and handyman practices
- Attention to detail and conscientiousness
- Other duties assigned

Reports To: Superintendent of schools

Salary: As Per Salary Schedule

Deadline: until filled

Application Procedures

Interested applicants please submit a letter of interest to:

Shayna Cordova

Human Resource Office

Mesa Vista Consolidated Schools

P.O. Box 309

Ojo Caliente, NM 87549

Phone: (505) 583-2645

Fax No.: (505) 583-2815

shayna.cordova@mesavista.org

We, the Mesa Vista Consolidated School District, conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information and Testing, Family and Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.