



**BERNALILLO COUNTY METROPOLITAN COURT  
JOB RECRUITMENT ANNOUNCEMENT**

Human Resources Division  
401 Lomas NW  
Albuquerque, NM 87102

Telephone: 505-841-9819  
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Email: [metrjobs-grp@nmcourts.gov](mailto:metrjobs-grp@nmcourts.gov)

**METROPOLITAN COURT MAINTENANCE WORKER**

Facilities Management Division

**Opening Date:** August 22, 2022  
**Closing Date:** Open Until Filled  
**Pay Range:** \$15,000 – 17,641 Hourly  
**Target Pay:** \$17,641 Hourly

**Position Number:** 54696  
**Position Status:** Full-time, Regular  
**Facilities Management Division**

**This is an essential position. Employee is on call and may be required to work weekends and holidays and during other court closures. Essential Tasks:** The Maintenance Worker is responsible for performing interior and exterior painting projects, carpentry, plumbing functions, masonry and limited journeyman-level electrical on buildings with historic significance. Works with supervisors to ensure boiler pumps work efficiently and safely. Repairs/installs building fixtures, furnishings, and all types of flooring. Patches walls, hangs photographs, plaques, etc. Cleans walls and bathrooms, vacuums hallways and offices. Performs routine courier, delivery and assembly duties and moves objects, furniture, etc. Operates commercial and/or heavy equipment. Assists with fire/sprinkler and alarm systems, elevator and escalator operations. Operates a key making machine and implements routine maintenance on doors and hardware. Welds, repairs or modifies metal items and mechanical equipment. Changes air/water filters and fan/drive belts. Plants flowers, bushes, ensures building grounds are maintained and free of snow, ice, and debris. Utilizes different tools to properly and safely maintain the integrity of historic buildings. Follows Material Data Safety Sheets (MSDS) and other warning and product labels. Climbs ladders and stairs, crawls on floor, works in confined spaces as needed. Operates power tools and equipment. Other duties as assigned. A more comprehensive job description is available at <http://metro.nmcourts.gov> or may be obtained in the Human Resource office of the Metropolitan Court.

**Qualifications:** Education: Eighth grade education. Experience: One (1) year experience in general building maintenance, painting, limited plumbing, carpentry, and landscaping functions. **Post-offer background history and fingerprint check is required.**

**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, and 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 sit, stand, walk, or kneel. The candidate may be expected to climb a ladder, crawl on the floor, work in confined spaces, and may be exposed to inclement weather, fluctuating building temperatures, loud noises, and/or toxic/noxious fumes associated with hazardous materials.

Applicants should complete a *New Mexico Judicial Branch Application for Employment* (Revised 5/10) or a *Resume Supplemental Form* (Revised 5/10) and submit with a *signature and date* to the Human Resources Division before **5 p.m.** on the *closing date*. Mailed applications must be received by **5 p.m.** on the **closing date**.

**The Bernalillo County Metropolitan Court is an Equal Opportunity Employer and applicants selected for an interview must notify the Human Resource Division at (505) 841-9819 of the need for an accommodation.**