



214 South Love Lovington, NM 88260  
575.396.2884

## GENERAL MAINTENANCE

### Position Description

<b>Department:</b>	Water Department
<b>Pay:</b>	\$17/hr
<b>Hours/week:</b>	40 hrs per
<b>Type of Position:</b>	Full-time/Non-exempt/Hourly

<b>Reports to (title):</b>	Water Utility Foreman
<b>Effective Date:</b>	April 22, 2015
<b>Revised Date:</b>	March 6, 2025

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable New Mexico driver's license.

### POSITION PURPOSE

The purpose of this position is to perform typical maintenance tasks to support the overall work and success of the City; coordinating preventative maintenance on equipment, buildings and grounds.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Performs unskilled, manual or semi-skilled labor or operates light equipment, machinery and tools in the maintenance, installation, repair and operation of water mains, meters, services, valves, and fire hydrants
- Performs preventive maintenance and minor repairs, including routine servicing of vehicles and equipment.
- Performs the labor and/or operates the light equipment to maintain the grounds of the Water Dept facilities
- Comply with all relevant rules and regulations at the federal, state, city and department level
- Must be willing to be on 24-hour call with 15-minute response time as required by schedule and called out at other times for emergencies as required
- Must be willing to learn operation of water system computer
- Attends New Mexico Water & Wastewater Association meetings and schools and any other event as required. (on the job training)
- Assist in other areas of departmental needs
- Other duties as assigned.

### QUALIFICATIONS

Experience	<ul style="list-style-type: none"> <li>• Knowledge of operating basic tools used in general maintenance functions</li> <li>• Basic computer skills or willing to learn basic computer functions</li> </ul>
Education:	<ul style="list-style-type: none"> <li>• High School Diploma or GED</li> </ul>
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	<ul style="list-style-type: none"> <li>• Read, write, speak and comprehend the English language.</li> <li>• Must be able to successfully pass a drug screen, background check</li> <li>• Must be able to understand and carry out directives</li> <li>• Must be able to work odd hours or overtime on occasion, including nights, weekends and holidays</li> </ul>

# GENERAL MAINTENANCE

## Page 2 - POSITION DESCRIPTION

- Perform simple mathematics, i.e., add, subtract, multiply, divide, and using whole numbers, fractions, and decimals.
- Familiar with the use of standard tools and equipment used in grounds maintenance
- Extremely detailed oriented and abreast of all safety regulations
- Must be willing to work outdoors in all weather conditions
- Must be able to work odd hours or overtime on occasion
- Must be able to travel, sometimes overnight
- Ability to work standard office equipment
- Possess high level of customer service at all times.

### PREFERRED QUALIFICATIONS

- One (1) year direct work experience
- Driver's License
- Bilingual skills in English and the Spanish language

### WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Candidate will work outside in all weather conditions and with potential hazards including exposure to sun, wind, rain, snow, dust, and traffic. Exposure to pesticides and herbicides is possible. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

***Disclaimer:*** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.