

SANTA FE SOLID WASTE MANAGEMENT AGENCY

149 Wildlife Way, Santa Fe, NM 87506
(505) 424-1850 www.sfswma.org

Recruitment Announcement # 2025-12

POSITION TITLE: MAINTENANCE WORKER I
SALARY RANGE: \$23.12 - \$33.52
FLSA/UNION STATUS: Covered/Covered
POSITION STATUS: Classified Full-Time
PERIOD TO APPLY: Open Until Filled
SUPERVISOR: Equipment Maintenance Supervisor
WORK LOCATION: Caja del Rio Landfill/Buckman Road Recycling and Transfer Station

PURPOSE The position is responsible for maintaining the grounds and roads at Caja del Rio Landfill and Buckman Road Recycling and Transfer Station, and performing other related duties as required. The position is under the general supervision of the Equipment Maintenance Supervisor.

JOB DUTIES AND RESPONSIBILITIES

The Maintenance Worker I:

1. Performs general grounds maintenance work, including cutting grass and weeds, pulling weeds, trimming trees and removing debris from grounds.
2. Conducts litter pickup, trash removal and snow removal as necessary.
3. Operates farm tractor and rotary cutter to mow roads' right-of-way, sweeps roads with street sweeper; operates weed eater to trim around buildings, fences and signposts.
4. Performs minor road repair and maintenance.
5. Cleans and maintains truck scales, including pumping rainwater from sumps, mucking mud from scale pits, cleaning and power washing decks, and repairing delineators and speed bumps.
6. Removes debris and rainwater from the landfill fueling station's secondary containment area and spill pad.
7. Transports potable and non-potable water as required.
8. Operates water trucks and water wagons for dust control.
9. Installs and maintains fences and gates.
10. Fabricates, installs and maintains signage.
11. Performs preventive maintenance on vehicles and equipment operated, including checking fluid levels, replacing blades, and performing minor repairs.
12. Cleans and maintains tools.
13. Delivers office and cleaning supplies.
14. Maintains field logs and work records and prepares reports as required.
15. Assists with inventorying first-aid and bloodborne pathogens kits.
16. Assists with general building maintenance tasks, including minor carpentry, concrete, electrical and plumbing work.
17. Assists mechanics, operators and other co-workers as required.
18. Reports potential problems to supervisor.
19. Procures materials and supplies in accordance with the Agency's purchasing policy.
20. Ensures a safe, clean, and orderly field truck is maintained at all times.
21. Provides emergency field assistance to disabled vehicles and equipment.
22. Performs all duties in accordance with applicable policies, procedures, regulations, and standards of quality and safety.
23. Works productively for 8+ hours per day, year-round in all types of weather and conditions; works different shifts, including weekends and holidays.
24. Performs job duties safely in an environment surrounded by heavy equipment, vehicles, and customers.
25. Receives and responds to inquiries, concerns, complaints, and requests for assistance regarding areas of responsibility.

26. Coordinates with other divisions, departments, and outside agencies as appropriate.
27. Follows all health and safety procedures.
28. Ensures compliance with applicable federal, state, and local laws and regulations, Agency policies and procedures, and quality and safety standards.
29. Performs general administrative/clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, and answering the telephone.
30. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education/Experience: Requires a high school diploma or GED equivalent. A minimum of one year of experience in groundskeeping, landscaping, or general maintenance.

Certification/Licensure/Registrations: Requires a New Mexico Class B commercial driver's license (CDL), or obtain within six (6) months of hire. Requires CDL Tanker endorsement, or obtain within six (6) months of hire. Requires a forklift operator certification, or obtain within three (3) months of hire. Requires an NMED Petroleum Storage Tank Class C operator certification, or obtain within three (3) months of hire. Requires First Aid and CPR certifications within one (1) year of hire.

Special Conditions: Must pass a drug and alcohol screening prior to employment and randomly thereafter. Must wear PPE as required.

Knowledge/Skills/Abilities:

Performs a variety of manual tasks primarily involving physical strength, dexterity, and coordination.

Ability to operate vehicles, tractors, mowers, water trucks, water wagons, lawn care equipment, and power tools.

Ability to use a handheld radio to coordinate tasks and resources.

Ability to work independently in a team environment.

Ability to communicate with others in a manner consistent with the essential job functions.

WORKING CONDITIONS

Requires medium-to-heavy work that involves walking, standing, climbing, stooping, bending, lifting, digging, working at heights, pushing or raising objects; also involves exerting between 20 and 50 pounds of force on a recurring basis and 50 to 100 pounds of force on an occasional basis. Also requires considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

The job requires hearing and speaking ability and normal vision, including visual acuity, depth perception, peripheral vision, and color vision.

The job may risk exposure to bright/dim light, dust and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, disease/pathogens, and toxic/caustic chemicals. The job may involve working in confined spaces and at heights.

HOW TO APPLY

Submit employment applications to:

Human Resources Officer
 Santa Fe Solid Waste Management Agency
 149 Wildlife Way
 Santa Fe, NM 87506-8342

Resumes will not be accepted in place of SFSWMA employment applications. Proof of education, driver's license, endorsements, professional licenses and/or certifications must be attached to each application. All applicants offered employment with the SFSWMA must pass a post-offer medical examination and drug test.

The Santa Fe Solid Waste Management Agency is an Equal Employment Opportunity/Affirmative Action employer and complies with the Americans with Disabilities Act.