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Maintenance & Operations Manager

JOB CODE	JOB FAMILY	PROFILE
JCM322	**Trades, Crafts and Other Skilled Work**	**Maintenance & Operations Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**September 3, 2026**

The Maintenance & Operations Manager oversees contract administration, as well as maintenance and custodial employees. Establishes, schedules, and supervises daily operations and special projects. Responsibilities include managing pest control services and other contracts to support the Operations and Maintenance Division. Employee supervision includes hiring, training oversight, performance evaluation, coaching, disciplinary actions, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Manages all aspects of custodial services for the County.
- Supervises Custodian Supervisors and other assigned personnel. In partnership with Custodian Supervisors, hires, manages, supervises, and disciplines custodial staff.
- Coordinates with Building Maintenance staff and building occupants to address custodial and pest management needs.
- Manages contracts and contractors to ensure maximum benefit to Bernalillo County.
- Conducts performance evaluations, recommends disciplinary actions, addresses employee complaints and grievances, and recommends hiring, terminations, and promotions.
- Assists in developing the budget; orders and purchases materials; monitors expenditures and costs; and prepares monthly reports.

- Orders, tracks, and controls inventory, materials, and supplies.
- Assists in developing and implementing policies and procedures.
- Ensures compliance with OSHA regulations and promotes safety for workers and the general public.
- Resolves on-site issues and ensures the smooth operation of work activities.
- Remains on-call on a rotating basis and works non-standard hours (e.g., late morning to evening, Monday through Friday).
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Business Management, Public Administration, or a related field.
- Six (6) years of work experience in building maintenance, custodial maintenance.
- Two (2) years of experience in a supervisory role.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Duties are performed both indoors and outdoors.
- Indoor duties take place in a temperature-controlled environment. Outdoor work may expose the employee to natural weather conditions, which may be severe.
- Employee may be exposed to occasional vibration and noise while performing maintenance and repair tasks.

- Indoor work is performed on level surfaces such as carpet, tile, or concrete. Surfaces are typically dry. Outdoor work may take place on level or uneven terrain, which may be dry or wet, including concrete, asphalt, natural ground, ice, snow, gravel, or shingled rooftops. Climbing stairs, ladders, and scaffolds is required both indoors and outdoors.
- Employee may be exposed to fumes or odors from paint, chlorine, dust, and mist during certain tasks.
- Work hazards include climbing ladders and scaffolds, exposure to severe weather, electrical wiring and currents, heavy lifting, working on rooftops and slick surfaces, and using power tools.

EQUIPMENT, TOOLS, AND MATERIALS

- Employee uses computers, general office equipment, and a wide variety of hand and power tools.
- Equipment includes ladders, scaffolds, tape measures, dollies, hoists, toolboxes, volt/ohm/amp meters, flashlights, keys, soldering torches, hydraulic lifts, winches, shovels, snow removal machines, and painting equipment.
- Supplies include electrical components, appliance parts, plumbing parts, fasteners, adhesives, paints, solvents, gasoline, oil, and cleaning materials.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.