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MDC Facility Technician

JOB CODE	JOB FAMILY	PROFILE
JCV320	**Trades, Crafts and Other Skilled Work**	**MDC Facility Technician**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$18.60 - $26.50**	**August 7, 2026**

The MDC Facility Technician, under general supervision of designated supervisor and generally working alone, executes the maintenance related functions for MDC facilities. Makes repairs to buildings and equipment and performs general maintenance and construction duties in several crafts or trades at a level that does not require a state license.

Job Description

DUTIES AND RESPONSIBILITIES

- Performs a wide variety of tasks requiring skills in the building trades including carpentry, painting, electrical, plumbing, heating/cooling and cleaning duties.
- Maintains a written work order log on all projects and submit progress reports on request.
- Reports to supervisor on observed violations or client inquiries that require communication with department management.
- Performs basic groundskeeping duties and coordinates additional maintenance and grounds keeping as necessary along with other duties assigned.
- Maintains adequate inventory of equipment, supplies and materials required to complete tasks, initiates new material orders with department administration as needed.
- Checks on contracted work orders to ensure that work is completed and acceptable for payment.

- Clears back-ups; repairs leaks; cleans stacks, vents, and drains; installs fixtures; and conducts both regular maintenance and emergency service on MDC facilities.
- Assists in inventory control, ordering repair parts for various systems, and ensures that systems are protected and well maintained.
- Assists with moving office furniture and equipment.
- Drives county vehicles to pick up equipment or supplies.
- Performs preventive maintenance at facilities or on equipment as needed.
- Performs other job-related duties as required or assigned.
- *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

- High School diploma or GED.
- Any combination of post-secondary education and/or experience totaling seven (7) years in building maintenance or related field.
- Knowledge of the safe operation and basic maintenance of a wide variety of hand tools and small power tools.
- Knowledge of basic construction practices.
- Must be able to read and write in English.
- Ability to instruct, schedule and direct the work of others.
- Ability to maintain pleasant working relationships with superiors, subordinates, co-workers, and other County employees.
- Ability to read blueprints and follow light construction specifications.

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

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 are performed in a temperature-controlled environment.
- Workers also exposed to natural weather conditions, which may be severe while performing outdoor duties.
- Indoor duties are performed on an even surface which may be carpet, tile, or concrete.
- Indoor surfaces are typically dry.
- Outdoor duties may be performed on even or uneven surfaces which may be wet or dry.
- Outdoor duties may be performed on surfaces such as concrete, asphalt, natural ground, ice, snow, gravel, or shingled roof.
- Use of ladders and scaffolding may also be required.
- Worker is exposed to occasional vibration and noise factors while performing maintenance and repair duties.
- Worker is exposed to fumes/odors from the use of paint, chlorine, insecticides, and caustic materials.
- Worker may be exposed to dust and mists in the performance of certain outdoor duties.
- Work hazards, or potential work hazards, include climbing of ladders and scaffolds, exposure to severe weather conditions, exposure to electrical wiring and currents, heavy lifting, working on rooftops, and working on potential slick surfaces, in addition to working around power tools.
- Work may be performed at a correctional facility with exposure to noise, possible contact with inmates, and dangerous situations that could involve serious bodily injury and other health hazards.
- Worker is exposed to human waste on a daily basis.

EQUIPMENT, TOOLS, AND MATERIALS

- Worker uses a wide variety of hand tools and power tools in the performance of duties.
- Worker uses a wide variety of work aids, including the following: ladder, scaffold, tape measure, dolly, hoist, toolbox, volts/ohm/milliammeter, flashlight, keys, soldering torch, hydraulic lift, winches, cutting and braising torches, shovels, rakes, lawn mowers, clippers, snow removal machines, and painting equipment.
- Worker uses various electrical parts, appliance parts, and plumbing parts. Screws, nails, bolts, washers, etc., are used in the performance of many repair maintenance jobs.

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space

provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to apply knowledge of basic mathematics in making measurements and calculations.
- Must be able to apply knowledge of tools, machines, materials and methods used in the performance of duties.
- Must be able to apply knowledge of electricity, plumbing, carpentry and general maintenance.
- Must be able to make independent work decisions when advice from supervisor is not readily available.
- Must be able to work and communicate effectively with different kinds of people in a variety of situations.

PHYSICAL FUNCTIONS

- Must be able to lift up to an estimated 75 pounds from ground to waist level, from ground to shoulder level, and/or ground to overhead as needed, typically on an occasional basis.
- Must be able to utilize hoists and dollies to move heavy equipment and supplies, weighing up to approximately 150 pounds.
- Must be able to push and pull on an occasional basis from 50 to 75 pounds.
- Must be able to climb stairs occasionally, ladders and scaffolding as needed.
- Must be able to maintain balance while climbing and standing on ladder or scaffolding.
- Must be able to stand/walk for up to two (2) hours at a time, up to a total of five (5) to six (6) hours per day.
- Must be able to kneel for up to one (1) hour at a time, and up to a total of two (2) hours per day.
- Must be able to crawl, crouch, or work in a prone position for short periods of time, as needed.
- Must be able to bend at the waist and twist/rotate waist as needed, on a frequent basis. Lifting may also be required bending.
- Must be able to work with arms extended or bent, as needed, up to a total of eight (8) hours per day.
- Must be able to use hands and fingers to grasp/manipulate equipment and materials in a bilaterally coordinated manner in performing essential duties.
- Must be able to use finger dexterity in the performance of repair and maintenance of electrical, plumbing, carpentry, and general problems.
- Must be able to coordinate use of hands and eyes in the performance of essential duties.
- Must have adequate sense of smell, hearing, and tactile sense in performance of essential duties.
- Must be able to react quickly while performing essential duties to avoid accidents.

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.