Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Building Maintenance Technician I

JOB CODE	JOB FAMILY	PROFILE
JCV205	**Trades, Crafts and Other Skilled Work**	**Building Maintenance Technician I**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$17.41 - $22.40**	**August 18, 2026**

The Building Maintenance Technician I, under the direction of the assigned supervisor, performs skilled building maintenance duties to interior and exterior of county facilities which includes but not limited to: general maintenance; construction; and repair in accordance with building codes and safety standards.

Job Description

DUTIES AND RESPONSIBILITIES

- Receives assigned work orders from supervisor and prioritizes with other work orders requiring completion; communicates with point of contact(s) in order to obtain additional information to better prepare and complete work orders.
- Performs building maintenance tasks which include but not limited to construction, carpentry, painting, electrical, plumbing, and fencing; and duties such as drywall installation, taping, texturing, floating, flooring, doors and hardware installation, trim work, and framing in accordance with safety and all other applicable requirements.
- Maintains assigned tools and equipment in accordance with safety standards which include but are not limited to minor preventive maintenance and reporting equipment repairs.
- Provides supervisor with a material list and purchase orders for all work orders.
- Acts as a first responder to building maintenance emergencies.
- Assists Level II technicians in projects of larger scope or complexity.

- Performs snow removal and salting tasks.
- Performs basic grounds keeping duties and moves furniture as required.
- Performs other 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.
- Three (3) years of work experience as a general building maintenance technician or related field, OR two (2) years of experience as a general building maintenance technician plus one year of education in building construction, plumbing, HVAC, electrical or related field.
- Demonstrated ability to safely operate building maintenance hand tools, power tools and equipment.
- Basic understanding of mathematics, construction practices and building codes.
- Must be able to read and write in English.
- Ability to take instruction, follow direction and multi-task.
- Ability to prioritize work orders.
- Ability to develop and maintain effective working relationships with supervisors, co-workers, and other County employees.

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.

FUNCTIONAL AREA

BEHAVIORAL HEALTH

- Pursuant to the criminal history screening for Caregivers Act, Section 29-17-1 through Section 29-17-5 NMSA 1978, new hires at the Department of Behavioral Health Services facility will be required to complete a caregiver criminal history screening for all caregivers. Conviction of a disqualifying condition is cause for termination or sufficient reason not to hire if applicant has a disqualifying condition on their record at time of application.

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.

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/milliamp meter, 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.
- Safety equipment may include safety goggles, hard hats, rubber boots, safety vests, flares, hazard warning signs and barricades.

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 understand and communicate in English.
- 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 100 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 75 to 100 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 2 hours at a time, up to a total of 5 to 6 hours per day.
- Must be able to kneel for up to 1 hour at a time, and up to a total of 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 while bending.
- Must be able to work with arms extended or bent, as needed, up to a total of 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.