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Building Maintenance Technician II

JOB CODE	JOB FAMILY	PROFILE
JCV309	**Trades, Crafts and Other Skilled Work**	**Building Maintenance Technician II**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$18.60 - $26.50**	**October 20, 2026**

The Building Maintenance Technician II performs highly skilled building maintenance and troubleshooting duties to the interior and exterior of county facilities, including general maintenance, construction, and repair in accordance with building codes and safety standards. Lead and guide lower-level staff.

Job Description

DUTIES AND RESPONSIBILITIES

- Receives assigned work orders from supervisors 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 are not limited to construction, carpentry, painting, electrical, plumbing, fencing, welding, framing, concrete, and masonry and duties such as drywall installation, taping, texturing, floating, flooring, doors and hardware installation, trim work, counters, cabinets, desks, bookcases, partition, clear minor back-ups, leaks, stacks, vents, and ducting in accordance with safety and all other applicable requirements.
- Responds to emergency calls and troubleshoots maintenance problems and determines safety hazards, personnel, materials and equipment needed, erects hazard warnings; and notifies appropriate department(s).
- Performs lead duties which include but are not limited to major renovations and/or structural projects, troubleshoots problems/emergencies, provides technical guidance and training to lower-level staff.

- Provides cost estimates on renovations and remodels, updates supervisor regarding contracted work orders.
- 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 order for all work orders.
- Assists trade level staff with projects of larger scope, specialty, or complexity.
- Performs snow removal and salting tasks.
- Performs basic grounds keeping duties and moves furniture as required.
- 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.
- Two (2) years of work experience in general building maintenance, or related field.

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.
- Employee must demonstrate proficiency in all the following; flooring/tile, drywall, framing, welding, masonry or concrete as verified by in-field time by designated and approved supervisor.
- Internal applicants must not have any form of disciplinary action such as Sick Leave Correction Action Plan or written reprimand within the last 12 months.
- Employee must complete required FEMA training(s) as assigned to position.

- Employee must possess and maintain a New Mexico driver’s license.

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 Behavioral Health Services facility will be required to complete 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/millimeter, 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.

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.