505 Sims St, Truth or Consequences, NM 87901
Human Resources | 575-740-7554 | www.torcnm.org

Job Description Position

Position Title: Facility Maintenance Tech I
Department: Facility Management
Reports To: Facility Management Supervisor
Pay Grade: NE3
FLSA Status: Non-exempt
Updated: 06/01/2026

General Purpose

Performs a variety of skilled and semi-skilled Custodial care, maintenance, construction, and repair duties in the upkeep, renovation, and operation of City buildings and facilities. Work includes carpentry, concrete, electrical, plumbing, painting, and general maintenance to ensure all City structures are safe, functional, and presentable.

Supervision Received / Given

Works under the supervision of the Facilities Management Supervisor and/or Public Workers Director. May supervise temporary, seasonal, or community service workers as assigned.

Duties and Responsibilities

• Perform general construction, renovation, remodeling, and repair of City facilities and offices.
• Clean, sanitize, and restock restroom facilities, including toilets, sinks, urinals, stalls, mirrors, and dispensers.
•Clean, dust, sweep, mop, vacuum, and wax floors; polish furniture, doors, and fixtures; steam clean and buff surfaces as needed.
• Conduct basic carpentry, concrete finishing, plastering, stucco, drywall installation, taping, texturing, and painting.
• Perform basic plumbing, electrical, and mechanical repairs to buildings and equipment.
• Operate and maintain a variety of hand and power tools used in building and grounds maintenance.
• Assist with inspections, ADA compliance updates, and facility safety evaluations.
• Operate and perform routine maintenance on assigned light and heavy equipment such as backhoes, augers, and utility tractors.
• Apply or assist in the application of pesticides, herbicides, and cleaning chemicals in compliance with regulations and SDS standards.
• Maintain and repair facility grounds outside of park or recreation areas, including mowing, trimming, and debris removal.
• Assemble, install, or relocate furniture, fixtures, and equipment as needed.
• Maintain inventory of maintenance supplies, materials, and tools.

• Open, close, and secure City facilities; ensure proper building access and alarm systems.
• Perform preventive maintenance on building systems and report repair needs promptly.
• Ensure compliance with City safety standards and participate in required safety training.
• Assist other departments as assigned during special projects, events, or emergencies.
• Pick up litter from around buildings and grounds; sweep walkways and entry areas; water outdoor plants as assigned. Perform minor building maintenance and repair, including painting, minor plumbing, changing light bulbs, batteries, and ceiling tiles.
• Assemble or move office furniture, desks, and equipment as directed.
• Assist with decoration and event setup for City events, such as Fiesta Day, Geronimo Days, and public holidays.
• Maintain custodial tools, supplies, and small equipment in safe working condition; report needed repairs. Open, close, and secure City facilities; ensure proper building access and alarm systems.
• Maintain records of work performed, supplies used, and tasks completed.
• Adhere to safety and cleaning standards; use chemicals and equipment per manufacturer and OSHA guidelines.
• Perform other related duties as assigned.

Minimum Qualifications

• High school diploma or GED equivalent.
• Minimum of one (1) year of experience in building construction, remodeling, or maintenance; municipal experience preferred.

Knowledge, Skills, and Abilities

• Knowledge of methods, materials, tools, and equipment used in building maintenance and repair.
• Basic knowledge of electrical, plumbing, carpentry, and HVAC systems.
• Ability to safely operate power and hand tools, light to heavy equipment, and maintenance vehicles.
• Ability to perform construction and maintenance tasks in a safe, efficient, and quality manner.
• Knowledge of City safety policies, basic First Aid, CPR, and OSHA safety procedures.
• Knowledge of proper use and application of pesticides and herbicides.
• Ability to work independently with minimal supervision, plan and organize daily activities, and complete tasks on schedule.
• Ability to communicate effectively, follow written and verbal instructions, and maintain effective working relationships with coworkers and the public. Knowledge of basic repair techniques for building fixtures, flooring, and furniture. Knowledge of occupational hazards and safety precautions, including chemical handling and PPE use. Ability to plan, prioritize, and complete tasks with minimal supervision.

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• Ability to operate custodial equipment (buffers, vacuums, extractors, carpet cleaners, etc.).
• Ability to lift and move heavy objects safely and work in physically demanding environments.
• Ability to communicate effectively, follow written and verbal instructions, and maintain good working relationships with co-workers and the public. Ability to maintain records and prepare simple reports.

Required Licenses and Certifications

• Valid New Mexico Driver's License.
• Must successfully pass a background investigation and be free of disqualifying conditions.
• Must successfully pass pre-employment drug screening.
• Training in OSHA safety, chemical handling, and basic first aid preferred.

Equipment, Tools, Materials, and Programs

• Operates hand and power tools including drills, saws, grinders, and sanders.
• Operates light and heavy equipment such as backhoes, augers, ditch witches, and tractors.
• Uses cleaning and maintenance supplies, chemicals, and safety equipment (PPE).
•Custodial equipment including buffers, vacuums, extractors, mops, and power washers.
• Maintains vehicles, tools, and equipment in safe operating condition.
• Light hand tools and basic maintenance tools. Cleaning and disinfecting chemicals and supplies in accordance with manufacturer and safety data sheets (SDS).
• May use small power tools for light maintenance.

Work Environment

• Work performed indoors and outdoors in varying weather conditions.
• Exposure to dust, dirt, cleaning chemicals, solvents, paint, and occasional fumes.
• Work involves standing, walking, and bending for extended periods, with exposure to wet or slippery surfaces.
• May work unsupervised during evenings or weekends for special projects.
• Subject to moderate noise, vibration, and contact with the public.

Physical Functions

• Frequent walking, bending, lifting, twisting, and standing for extended periods.
• Must be able to lift up to 100 pounds occasionally and 50 pounds frequently.
• Requires ability to grasp, handle, reach, push, and pull objects.
• Must have normal vision, color vision, hearing, and hand-eye coordination to operate tools and equipment safely.

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• Reasonable accommodations may be made for individuals with disabilities.

Selection Guidelines

Selection is based on formal application, education and experience review, reference check, and interview. Job-related tests may be required. The omission of specific duties does not exclude them if the work is similar or logically related to the position. This job description does not constitute an employment agreement and may be modified as necessary by the City.

Equal Opportunity Statement

The City of Truth or Consequences is an Equal Opportunity Employer committed to diversity and inclusion. We prohibit discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, or veteran status. All employment decisions are based on qualifications, merit, and business needs.

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Employee Name (Print)

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Employee Signature Date

I understand that this is a uniformed full-time position in compliance with the Fair Labor Standards Act (FLSA).