

Position: **Maintenance**

POSITION SUMMARY

Under the supervision of the Director of Facilities and the Maintenance Supervisor, maintenance makes needed repairs and services the grounds and facilities of Hidalgo Medical Services according to established procedures. Performs a variety of environmental service duties in order to maintain the facility in a neat, orderly, and sanitary condition to comply with OSHA and Department of Health regulations. Performs routine manual work in the repair and upkeep of the facility and the surrounding grounds. In addition, performs preventative maintenance duties.

POSITION ACCOUNTABILITIES

The job responsibility is maintenance, both routine preventive and emergencies. Responsibilities include maintenance duties including but are not limited to:

1. Cleaning, washing, dusting lighting fixtures, windows, and equipment.
2. Routine maintenance of facility.
3. Equipment repairs.
4. Maintenance including but not limited to painting, plumbing, carpentry, HVAC, and electrical work.
5. Performing other miscellaneous duties as assigned.
6. Establishing and maintaining interpersonal relationships with patients, visitors and HMS employees.
7. Perform landscaping maintenance.
8. Interact with contractors.
9. Oversee and ensure proper removal of snow and ice at HMS facilities.
10. Maintain facility and maintenance records for OSHA, DOH, and annual equipment Inspections. Ensure that needed repairs are performed or equipment is removed from service.
11. Performing all related and other duties as assigned.
12. Comply with all HMS policies and procedures.

MINIMUM QUALIFICATIONS

High School diploma or equivalent

One year prior maintenance experience required.

Must be able to speak, read and write English and understand oral and written instructions.

Must have effective verbal and written communication skills.

TO APPLY

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or

Dropped off or mailed:

1105 N. Pope St. Ste. C, Silver City, NM 88061

Or 530 De Moss Street, Lordsburg, NM 88045

For more information call 575-247-6036