

Region 9 Education Cooperative

REGION 9 MAINTENANCE
Job Description

POSITION TITLE: Facility and Fleet Maintenance
Reports To: Executive Director
Work Day: Minimum 7.5 hours daily
Contract Days: 236 days
Salary Schedule: Degreed or Op Support
Classification: Nonexempt or exempt depending on salary and duties.
Duty Station: Region 9

ESSENTIAL FUNCTIONS

1. Represents REC9 and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC9 attendance policy is required. Attendance at mandatory REC9 professional development is required.
5. Promptness is required including being present in the assigned workplace at set times and on a daily basis in order to provide consistency and continuity of services.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy of confidential information is required.
10. Understanding and compliance with the REC9 employee policy manual, technology policy, and REC9 tracking system are required.
11. Maintain all relationships by the highest standards of integrity and honesty.
12. As a REC9 employee, do not participate in, solicit or accept, directly or indirectly, any gratuity, gift, favor, entertainment, loan, or anything of monetary value.
13. Exhibit ethical conduct aligning with principles of fairness, responsibility and respect consistent with laws, regulations and value of REC9.
14. Responsible for exterior grounds maintenance for Region 9, including but not limited to:
 - a. Weed eating, grass cutting, pruning shrubs and trees, cleaning/removal of slash including pine needles, pine cones and other debris as needed, blowing the parking lot with backpack blower, removal of parking lot of trash, keeping area around trash and cardboard dumpster clean. Hauling debris or placing it in a location for removal. Scheduling with a grapple truck for removal of debris as it is piled.
 - b. Repair to retaining walls, either railroad ties or concrete.
 - c. Exterior cleanup after construction has occurred to ensure clean grounds.
15. Responsible for interior maintenance for Region 9, including but not limited to:
 - a. Trash removal after training, cleanup of spills and accidents. Coordinating with third parties to provide additional support when necessary.
 - b. Removal of recycled materials, plastic, aluminum, and paper shreds. Transport recycle materials to appropriate locations.
 - c. Moving furniture, file cabinets, chairs, desks, and bookcases as needed to support daily

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Region 9 Education Cooperative

- operations of Region 9.
- d. Vacuuming and cleanup of rooms on days custodial service is not scheduled in preparation for meetings and conferences.
 - e. Support to all Region 9 staff for loading and unloading of equipment, including the use of pallet jacks and large boxes, or items from and into vehicles either personal or company vehicles/ trailers.
16. Region 9 fleet vehicle maintenance, including but not limited to:
- a. Maintaining a tracking system to record vehicle maintenance.
 - b. Regular cleaning both exterior and interior of Region 9 vehicles -
 - i. wash and vacuum vehicles when returned from use.
 - ii. checking fluid levels and tire pressures on regular basis
 - iii. coordinating maintenance including oil changes - wiper blade replacement
 - iv. any other maintenance items required.
 - v. ensuring vehicle recall notices are addressed, scheduled and taken care of.
17. Transportation of vehicles for Region 9 including but not limited to:
- a. transporting vehicles as required for service and maintenance
 - b. function as a driver for vehicles when required and as appropriately scheduled
 - c. function as a driver for the Region 9 utility trailer and provide on-site support for any events requiring the use of the trailer.
 - i. trailer is a 36' triple axle pulled by a Dually truck.
18. Other building maintenance as required for Region 9 including but not limited to:
- a. checking breakers with loss of power or to identify and isolate electrical issues. Coordinating service when deemed necessary.
 - b. monitoring and ensuring thermostats are working properly. Coordinating service when deemed necessary.
 - c. bathroom issues with toilets and sinks - troubleshooting / repair / coordinating service when necessary.
 - d. Responsible for or assist with interior and exterior maintenance needs for hanging miscellaneous fixtures, pictures, cameras and other items.
 - e. Responsible for or assist with running cables for the Region 9 IT department.
 - f. painting as needed and identified.
19. Provide support for custodial duties at Region 9 on an as needed basis.
20. Reporting to supervisor any maintenance items discovered and working in coordination with the appropriate Region 9 person to identify the most appropriate method to address the situation.

QUALIFICATIONS

- High school diploma or GED certificate
- Excellent organization and planning skills to prioritize and balance work
- General construction or prior facilities maintenance preferred.
- General experience with plumbing, electricity, or HVAC maintenance preferred
- Ability to lead others in the completion of a schedule, budget guidelines, and customer requirements.
- Great verbal and written communication skills.
- Familiarity with common cleaning products and equipment.
- Valid driver's license.
- Mechanical skills.
- Attention to detail.
- Other qualifications determined necessary by the Executive Director.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

- Ability to operate tools and machinery.
- Ability to climb ladders, access the roof and attic space, transport heavy items..
- Familiarity with safety protocols.

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Region 9 Education Cooperative

- Trade-specific skills.
- Proficiency in math and reading.
- Comfortable with technology.
- Strength and stamina.
- Hand-eye coordination and dexterity.
- Memory.

Working Environment

I. SITTING TASKS

- A. Sitting is a frequent requirement 10% of the time

II. WALKING TASKS

- A. Walking is an occasional but essential requirement up to 80% of the time

III. STANDING TASKS

- A. Standing is an occasional but essential requirement up to 80% of the time

IV. SPRINTING/RUNNING

- A. Sprinting/running is an occasional requirement
Example: in case of emergency

V. FLEXIBILITY

- A. Bending or twisting at the neck is an occasional requirement up to 75% of the time
- B. Bending or twisting at the trunk is an occasional requirement up to 75% of the time
- C. Squatting/stooping/kneeling is an occasional but essential requirement up to 75% of the time
- D. Reaching above the head is an occasional but essential requirement up to 75% of the time
- E. Reaching forward is an occasional but essential requirement up to 75% of the time
- F. Repeating the same hand, arm, or finger motion many times is an occasional requirement up to 75% of the time

VI. USE OF ARMS AND HANDS

- A. Manual dexterity is a frequent requirement 80% of the time
- B. Finger dexterity is a frequent requirement 80% of the time

VII. LIFTING 25-50 POUNDS

- A. Lifting 50-80 pounds is an occasional but essential requirement
- B. Lifting above the shoulders, the waist, and knees is a frequent requirement.

X. PUSHING AND PULLING

- A. Pushing and pulling 75 pounds and over is an occasional requirement
- B. Pushing and pulling 50-75 pounds is a requirement

XI. CARRYING TASKS

- A. Vision
1. Being able to see at a distance is a frequent requirement
 2. Being able to see closely is a continuous requirement
 3. Being able to differentiate colors is a continuous requirement
 4. Having depth perception is a frequent requirement
- B. Hearing
1. Being able to hear in a quiet environment is a frequent requirement
 2. Being able to hear in a noisy environment is an

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Region 9 Education Cooperative

occasional but essential requirement

3. Being able to locate noise is an occasional requirement
4. Being able to differentiate noise is a frequent requirement

C. Speech/Communication

1. Communicating through written and spoken language is a continuous requirement

XIII. USE OF PROTECTIVE EQUIPMENT

- A. Required, depending upon the activity.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for **Facility and Fleet Maintenance**.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name_____ Date_____

Employee Signature_____

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