



**THE CITY OF BELEN is accepting applications for:**

---

**Community Maintenance Laborer**

FULL-TIME REGULAR

---

**DEPARTMENT:** Community Maintenance

**SUPERVISOR:** Community Maintenance Director

**FLSA:** Non-Exempt

**BARGINING:** Bargaining

**SALARY:** \$15.00 hourly

**SUMMARY OF DUTIES:** Performs skilled and routine street maintenance, construction, and repair work. Incumbents at this level work under close supervision as they gain experience and demonstrates ability to perform a range of duties with minimal supervision.

**Examples of Essential Functions**

- Performs construction and maintenance work in public works areas including streets, sidewalks, storm water and drainage systems, street sweeping, graffiti abatement, and traffic signage and striping.
- Breaks and removes pavements; digs, shovels, hauls and loads soils, sand, gravel, cement, asphalt mixes and other materials, tools, and equipment; cleans up work sites upon completion of job.
- Operates various types and sizes of trucks and motorized equipment, such as dump trucks, tractors, and other power tools; inspects vehicles and reports maintenance as required.
- Sweeps and shovels debris and litter, carries cans and heavy objects and loads trucks; assists in emptying loads at dump sites.
- Performs storm drain maintenance, removes and replaces drains; cleans and removes debris from drains.
- Measures and lays out center lines, crosswalks, and other line markings.
- Maintains records of work performed.
- Performs weed abatement duties and applies herbicides as needed.
- Performs Special Pickups including but not limited to trash bags, pile of weeds, large items, couches, fridge etc.
- Winter snow and ice removal from City owned buildings.
- Green waste processing at city convenience center.

- Sets banners on light poles, tree trimming, etc.
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Graduation from high school or GED;
- Good oral and written communication skills.
- Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public.
- Ability to work independently and to complete daily activities according to work schedule with minimal supervision.
- Valid New Mexico's driver's license required.
- Ability to pass drug and alcohol test and subsequent random annual testing.

**KNOWLEDGE OF**

- Techniques, tools, and materials used in the construction, maintenance, and repair of streets, gutters, sidewalks, storm drains, and related facilities.
- Operation and maintenance of a wide variety of hand and power tools and equipment common to the field.
- Operation of motorized vehicles and equipment common to the field.
- Proper placement of cones, barricades, and warning devices and directing traffic flow at job sites.
- Techniques, methods, tools, and material used in applying paint and other protective coatings to a wide variety of surfaces, including wood, concrete, stucco, and metals.
- Applicable Federal, State, and local laws, codes, and regulations.
- Safe work methods.
- Basic principles of mathematics.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and applications related to the work.

**EQUIPMENT USED:** Knowledge to include use of common work tools, maintenance and simple motor equipment. Knowledge of safety requirements in use of: ladders, work tools, shovel, hoe, weed cutter, pick, screwdrivers, wrenches, pliers etc.), street and maintenance equipment.

**PHYSICAL DEMANDS:** Must possess mobility to frequently stand, sit, walk, perform work on uneven and slippery surfaces; climb stairs and ladders; use hands to handle, feel, grasp, operate objects, tools, or controls; and reach overhead with hands and arms. Employees need vision to read printed materials and a computer screen; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification frequently bend, crouch, stoop, kneel, twist, crawl, grasp, reach, push, and pull. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds

**WORK ENVIRONMENT:** Employees work in an outdoor construction and maintenance environment with moderate to high noise levels, hot and cold temperatures, inclement weather conditions, road hazards, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees use power and noise producing equipment, and often work with constant interruptions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Ability to work extend hours and rotating shifts, including weekends and holidays.

**Application and full position description available at 100 South Main, Belen, NM 87002 or on the City website - <http://www.belen-nm.gov>**

**APPLICATIONS WILL BE ACCEPTED THRU October 7, 2022  
The City of Belen is an Equal Opportunity Employer**