

# **Des Moines Municipal Schools**

P.O. Box 38  
Des Moines, New Mexico 88418  
<http://www.desmoines.k12.nm.us>  
Phone: 575-278-2611 • Fax: 575-278-2617

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***Creating Success Together . . . One Student at a Time***

## **Notice of Maintenance/Custodial Vacancy**

### **PRIMARY PURPOSES:**

Under limited supervision, performs a variety of semi-skilled work in the maintenance of district properties; and performs related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of trades related to building maintenance and repair.
- Knowledge of a variety of building maintenance procedures and techniques.
- Knowledge of machinery, equipment, and tools necessary for the maintenance and repair of public buildings.
- Knowledge of occupational hazards and safety precautions.
- Skill in reading and following blueprints and assembly instructions.
- Skills in following safety practices and recognizing hazards.
- Skill in using hand and power tools.
- Ability to establish and maintain effective working relationships with district staff and the public.
- Ability to communicate effectively, both orally and in writing.

### **DUTIES AND RESPONSIBILITIES:**

1. Troubleshoots minor maintenance problems involving electrical, structural, plumbing, and equipment repair or replacement.
2. Performs preventive building maintenance duties, caulks windows and doors, repairs and replaces broken windows; routine plumbing repairs such as unstopping toilets, sinks or urinals, fixing water leaks, leaking faucets, and water fountains; routine electrical repairs such as changing light bulbs or fluorescent lamps and assists in repairing ballast and light fixtures.
3. Purchases supplies, equipment, and materials necessary to complete projects.
4. Assembles and moves furniture, hangs pictures and bulletin boards, makes name plates, moves and sets up tables and chairs.
5. Repairs and replaces door knobs or locks, repairs door closures, patches holes in walls.
6. Paints interior and exterior walls.
7. Cleans District buildings and ground areas as needed and/or assigned for the purpose of providing an effective working/learning environment, preventing damage and/or limiting liability exposure.
8. Maintains assigned vehicles, tools and equipment for the purpose of ensuring availability in safe operating condition.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves moderate to heavy work in all types of weather. There is frequent need to stand, stoop, walk, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday.

**MINIMUM QUALIFICATIONS:** High School diploma or GED and one (1) year building maintenance experience, or any equivalent combination of training and experience. A valid New Mexico driver's license is required.

**Application Procedure:**

*Application information can be found on Des Moines Municipal Schools Website*  
<http://www.desmoines.k12.nm.us>

**Please submit letter of interest and completed application to:**  
**Superintendent, Des Moines Municipal Schools**  
**P.O. Box 38, 500 Des Moines Avenue**  
**Des Moines, NM 88418**

***Application Deadline: July 23, 2014 or until filled***

*Des Moines Municipal Schools shall not discriminate on the basis of race, color, religion, age, sex, disability or national origin.*