



NEW MEXICO SCHOOL FOR THE DEAF

New Mexico School for the Deaf is an Equal Opportunity Employer/Affirmative Action Employer

Posting Date: September 6, 2017

Position Title: Facilities Maintenance 3/ Skilled Craft

Reports to: Facilities Maintenance Supervisor

Service Area: Santa Fe, NM

Employment Term: Full-Time; Non-Exempt

Salary/Wage Range: Depends on qualifications and experience

Deadline for Application: Open until filled

Summary

To serve the students and staff with campus in an atmosphere of efficiency, cleanliness and warmth while helping to advance the mission and vision of New Mexico School for the Deaf. Typical duties and responsibilities include performing a wide variety of duties normally associated with preventative maintenance and repairs on HVAC equipment and walk-in refrigerators, and performing skilled and semi-skilled maintenance work in craft areas including plumbing, carpentry, electrical, cement finishing, locksmith, masonry, metal work, appliance repair, painting, plastering, roofing, sheet metal work and welding. Also, keeping campus environment friendly and cleanliness. . It is anticipated and expected that all functions of this position will be performed in a positive and receptive manner, while helping to advance the mission and vision of New Mexico School for the Deaf.

Essential Duties and Responsibilities: *(other duties may be assigned)*

- Typical duties and responsibilities include preventative maintenance and repairs on HVAC equipment and walk-in refrigerators, and performing skilled and semi-skilled maintenance work in craft areas including plumbing, carpentry, electrical, cement finishing, locksmith, masonry, metal work, appliance repair, painting, plastering, roofing, sheet metal work and welding.
- Required to help remove snow and ice from sidewalks and parking lots as needed.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

Ability and commit to represent the vision, mission, and beliefs of NMSD

- **Job Knowledge** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- **Analytical** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures. Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- **Planning/Organizations** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their

tasks. Must be organized and detail-oriented. Must be able to complete work within deadlines. Must be able to plan and carry out plans/units efficiently, utilizing the entire tasks.

- **Continuous Learning** - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- **Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent;
- **Cooperation** - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.
- **Initiative** - Volunteers readily; undertakes self-development activities; asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.
- **Judgment** - Supports and explains reasoning for decisions; includes appropriate people in decision-making process.
- **Achievement Focus** - Demonstrates persistence and overcomes obstacles.
- **Conflict Resolution** - Confronts difficult situations; maintains objectivity; keeps emotions under control.
- **Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Delegation** - Delegates work assignments; matches the responsibility to the person; sets expectations and monitors delegated activities.
- **Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.
- **Compassion** – Demonstrates a general knowledge of the history and significance of Deaf and other minority communities in New Mexico.
- **Personal Appearance** - Dresses appropriately for position; keeps self well groomed; is mindful of visual needs when selecting clothing/accessories.

- **Cultural Sensitivity** – Demonstrates an understanding for diverse family dynamics, eye contact conventions, and gender roles in various cultures and how these cultural differences potentially might influence a communicated message.
- **Humility** – Demonstrates an openness to learning; never assumes her/his expertise excludes her/him from having to learn about other cultures.
- **Multiculturalism** – Possesses general knowledge about Deaf education and attitudes toward Deafness; Demonstrates an ability to apply American cultural values to business norms, such as punctuality and conciseness in communication, and apply Deaf cultural values to interpreting and other interactions, via attitude and demonstration of consideration and respect.
- **Diversity** - Shows respect and sensitivity for cultural differences; educates others on the value of diversity; incorporates multi-cultural viewpoints into instruction and materials.
- **Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.
- **Language** – Possesses adeptness in working across a wide range of registers, genres, and variations of English and ASL; demonstrates flexibility, using language free of regionalisms when interpreting for a consumer who does not share the same variety of English or ASL; Demonstrates ability to identify English-speaking and Deaf consumers' language use and accommodate with appropriate target language form.
- **Communications/ Written Communications** - Exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods; listens and gets clarification; responds well to questions; participates in meetings. Writes clearly and informatively; varies writing style to meet needs. Ensures that communication with clearly presented and grammatically correct.
- **Visionary Leadership/ Leadership** - Displays passion and optimism; inspires respect and trust. Inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others.
- **Problem Solving** - Gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; works well with supervisors and other specialists.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; identifies external threats and opportunities; adapts strategy to changing conditions.
- **Achievement Focus** - Demonstrates persistence and overcomes obstacles.
- **Quality/ Quantity** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality. Completes work in timely manner; strives to increase productivity.
- **Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- **Project Management** – Completes projects on time.

- **Organizational Support** - Follows policies and procedures; completes tasks correctly and on time; supports organization's goals and values.
- **Customer Service** - Responds to requests for service and assistance; meets commitments.
- **Use of Technology** - Adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; utilizes technology and software to enhance learning.
- **Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly; manages area environment for safety and security.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma with a minimum of five (5) years progressive and HVAC experience required. Must demonstrate understanding of automated controls and familiarity with cooling towers and a central plant for heating and cooling. Must have experience performing skilled and semi-skilled maintenance work in craft areas, including plumbing, carpentry, electrical, cement finishing, locksmith, masonry, metal work, appliance repair, painting, plastering, roofing, sheet metal work and welding.
- **Certificates, Licenses, Registrations:** Must possess a current and valid New Mexico driver's license. Must provide current certifications and licenses required by the State of New Mexico, Construction Industries Division for refrigeration and boiler operations and maintenance.
- **Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must be able to understand and follow oral and written instructions, read, interpret and work from sketches, diagrams and blueprints, and make cost estimates of time and materials.
- **Sign Language:** The applicant does not need to have sign language skills at hire but will be required to participate in sign language classes offered at NMSD. Preferred hire who are willing to learn American Sign Language.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is frequently required to stand; walk; use hands, arms and fingers to feel and reach as necessary. The employee is occasionally

required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus. This job is physical and requires strength and flexibility and must be able to lift at least 50 pounds.

- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to work independently and cooperatively. While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; extreme cold and extreme heat.

NMSD conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law.

Application:

Download and complete the application: [NMSD Employment Application](#)

Submit application via e-mail or mail to:

New Mexico School for the Deaf
Human Resource Department
1060 Cerrillos Road
Santa Fe, NM 87505

505.476.6300 Voice
505.216.2000 Video Phone

HumanResources@nmsd.k12.nm.us