



Village of Cuba

PO Box 426
Cuba, NM 87013
(575) 289-3758

Mayor
Richard R. Velarde
Mayor Pro Tem
Gilbert Dominguez
Council Members
Sandra K. Weippert
Cecilia M. Delgado
Monica A. Olivas

Administrative Offices

Village of Cuba General Maintenance/Janitorial Streets & Drainage/Park Part- Time

Opening Date: July 9, 2021

Closing Date: Until Filled

GENERAL STATEMENT DUTIES: Ability to communicate and provide exceptional customer service to the general public. Follow procedures and policies adopted and set forth by statute ordinance and resolutions of the Village of Cuba. Possess a valid New Mexico Drivers' License and a valid Social Security Card. Applicant shall pass a drug and alcohol screening prior to employment and random screening during employment with the Village of Cuba. Applicant shall pass a nationwide back ground check. It is mandatory to attend safety meetings or trainings on a monthly basis. Required to fill out a daily worksheet and or work orders.

SUPERVISION RECEIVED: Reports directly to Housing Director. Complete daily work orders and projects assigned. Respond to Emergencies on demand. Follow chain of command.

SKILLS: Must be able to independently perform duties. Communicate effectively and concisely, orally and in writing. Conduct and maintain professionalism.

PERSONAL ATTRIBUTES: Must be able to function well in a group situation and communicate with co-workers and the general public. Highly-motivated. Wear Uniforms and Safety Equipment provided by the Village of Cuba.

WORKING SCHEDULE: Work hours are: Monday through Friday from 8:00 a.m. to 4:30 p.m. Lunch Break from 12:30 p.m. to 1:00 p.m. Overtime and or weekends hours will be authorized by Housing Director and or Mayor Velarde. This position is classified as Dual Capacity: General Maintenance /Janitorial Streets & Drainage and Parks. Applicant must be able to work during inclement weather conditions.

DUTIES AND RESPONSIBILITIES ARE, BUT NOT LIMITED TO;

Performs unskilled, manual and semi-skilled labor or operates all hand-held equipment, machinery and tools, operate heavy equipment; Tractor with Brush Hog, Skid steer, Riding Lawn Mower, Backhoe, Dump Truck and Street Sweeper.

Pick up trash and empty all trash receptacles at all Village of Cuba Departments listed below on weekly basis;

Main Office, Municipal Court Office & Court Room, MVD Office and Main Entrance and Hallway: Fire Adm. Office, Cuba Public Library, Cuba Police Station/Holding Cell, Cuba Rental Bldg (DWI Office) Eichwald Community Center. Sweep, Mop & Vacuum. Clean & disinfect all Public Restrooms every morning. Clean, Sanitize and Polish all surfaces for each and every department.

Street Maintenance: During winter months, shovel snow off of sidewalks and entry ways at all Business Offices, including Cuba Senior Center and Magistrate Court. Cut Weeds along US 550 and all Village Streets. Refer to next page for list of Village Streets.

Perform miscellaneous duties at Senior Center upon request of management. Empty Clean out Grease Trap every two weeks.

Performs all other duties requested by department personnel, including assistance to the Cuba Water Department. All Departments must submit a Work Order to Housing Director.

Posted on this 9th day of July 2021.