Legislative Building Services

Carpenter I II, Job Description and Duties

**Carpenter I Salary: $49,134 – $55,256 BOE**
**Carpenter II Salary: $52,919– $61,901 BOE**

## INTRODUCTION

Legislative Building Services is responsible for the legislative campus grounds and buildings. LBS ensures that the grounds are secured, maintained and continually operating to the best of standards. They are the main point of contact for all custodial, security and building operations on the legislative campus. The LBS is nonpartisan, and much of the agency's work is confidential. The primary job of each LBS employee is to help the agency meet the expectations of the people it serves and to maintain and enhance the integrity and effectiveness of the legislature and the legislative process.

## SUPERVISION AND GUIDELINES

Work is under general supervision. Guidelines include agency policies and state laws.

## EXAMPLES OF WORK PERFORMED

- Complete work order requests from legislative, executive and judicial agencies housed on campus.
- Collaborates with employees concerning work orders, prints, and sketches to understand the structure that needs to be built or repaired.
- Estimates equipment, tool, and material requirements for each job.
- Builds, dismantles, and repairs structures, walls, roofs, glass, furnishings, and siding as assigned.
- Patching, sanding, painting and adjustment of equipment.
- Operates all necessary tools to complete a job.
- Prepares and dismantles scaffolding as needed.
- Ensures tools and equipment are properly cleaned, stored, and maintained for optimum performance and safety.
- May perform painting as needed.
- Performs other related duties as assigned

## DISTINGUISHING CHARACTERISTICS

Incumbent must be able to work well under pressure. Must always be courteous. Must have good interpersonal skills to be able to get along effortlessly with coworkers, customers and staff.

## MINIMUM QUALIFICATIONS

- High school diploma or equivalent plus one year custodial or related experience.
- Completion of formal apprenticeship program or equivalent training and experience, is a plus but not required.

## WORKING CONDITIONS

Employees work in a professional office setting in the State Capitol. During legislative sessions, the agency is open seven days a week, long hours are the norm, and staff may be on-call depending on session demands.

Legislative employees are exempt from the State Personnel Act and from the federal Fair Labor Standards Act.

## PHYSICAL REQUIREMENTS

- Frequently moves equipment or supplies weighing up to fifty pounds across campus for various needs.
- Move about the inside of the buildings and grounds.
- Constantly position self to complete assigned tasks
- Must be able to remain in a stationary position 50% of the time.
- Occasionally climb up and down ladders
- Must be able to work in and on overhead structures, as well as below machinery.

Please complete an application at www.nmlegis.gov/employment and send your resume to LCS.Employment@nmlegis.gov.