



# Jemez Mountains Electric Cooperative, Inc.

Your Touchstone Energy® Cooperative 

## **JOB POSTING (Internal Only)**

Jemez Mountains Electric Cooperative, Inc. (JMEC) is accepting letters of interest for the position of **General Maintenance** for the Espanola Office. Reports to the Engineering Manager. Repairs and maintains physical structures, using hand tools and power tools. Repairs surface defects of wood and metal products such as sashes, doors, furniture and cabinet work. Performs concrete work such as transformer slabs and curbing. Makes and repairs counters, benches, partitions and other wooden structures. Repairs and paints walls, floors, woodwork, furniture and fixtures. Maintains and repairs utility systems and physical structures of buildings, makes structural repairs to masonry, woodwork and furnishings of buildings, maintains and repairs plumbing and ventilating systems. Performs other duties within the realm of the classification and qualifications when directed.

**Education:** High school diploma or equivalent required. Valid New Mexico Driver's license or ability to obtain prior to first day of employment required. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.

## **Essential Functions:**

- Reports ready for work each day at the appointed time, properly attired. If unable to report to work on time, notifies the Cooperative of the fact before reporting time.
- Keeps floors in headquarters building vacuumed, cleaned, and polished during the hours of 8:00 a.m. to 4:30 p.m., when the Cooperative is open to consumers and the public.
- During the hours of 8:00 a.m. to 4:30 p.m., when the Cooperative is open to consumers and the public, cleans, sanitizes, and polishes all vitreous fixtures including toilet bowls, urinals, and hand basins. Inspects plumbing equipment to ensure proper operation, and performs maintenance as required.
- Removes all wastepaper and trash from offices daily while the Cooperative is open to the public.
- Places and removes flags daily.
- Checks lighting in headquarters building and surrounding buildings daily and replaces bulbs, tubes, and ballasts when necessary.
- Changes and cleans filters on heating units as required.
- Sees to the proper disposal of mercury vapor and fluorescent light bulbs.
- Mows, waters, trims, plants and fertilizers grass, flowers and shrubs as needed.
- Keeps all sidewalks and walkways around building clean from snow, dirt, and debris.
- Occasionally does a complete inspection of building and grounds with the Purchasing Agent/Building & Fleet Manager and the Safety/Compliance Manager.
- Sets up chairs and tables for meetings.

- Performs miscellaneous office duties, i.e., pick up mail from the post office and drop off/pick up bank deposits, back up tapes, runs errands for miscellaneous supplies, furnishes printer paper, etc.
- Miscellaneous painting when needed.
- Must exercise initiative, judgement and knowledge of cooperative practices, policies, and organization.

**Experience, Training, Knowledge, Skills and Abilities:**

Attention to detail and good oral communication skills required. Must be able to use office equipment such as computer, keyboard, copier, printer, and fax machine. Must have ability to operate a motor vehicle and possess a valid New Mexico driver's license. Normally have regular hours of work with irregular volume of activity. Some overtime may be required. Outside work requiring exertion of up to 50 pounds of force occasionally and/or a negligible amount of force frequently. Light lifting of generally 30 pounds or less. Ability to perform essential functions that require frequent and/or prolonged standing, climbing, stooping, and reaching. Must have sound knowledge of proper and safe work practices.

Only those candidates that possess the criteria listed above will be considered.

Letters of interest/resumes will be accepted until COBD on Monday, May 4, 2026.

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