



MESCALERO CARE CENTER
SKILLED NURSING – ASSISTED LIVING
454 Lipan Avenue, P.O. Box 359
Mescalero, NM 88340
PH: 575-464-4802 FX: 575-464-4808

****Applications and/or resumes can be submitted at Mescalero Care Center or emailed to mcchr@mescaleroapachetribe.com****

Position Title: Maintenance Assistant

Department: Mescalero Care Center

Employment Status: Non-Exempt

Grade: NE6

Opening Date: February 27, 2026

Closing Date: Open Until Filled

Job Summary

The primary purpose of this job position is to maintain the grounds, facility, equipment in a safe and efficient manner in accordance with current applicable federal, state, and local standards, guidelines and regulations, our established policies and procedures, and is directed by the Maintenance Manager to assure that a successful maintenance program is maintained at all times.

Duties & Responsibilities

- Ensure that maintenance schedules are followed as outlined for respective shift or area.
- Report all accidents/incidents to your supervisor no matter how minor they may be. (NOTE: Such occurrences must be reported on the shift in which they occur.)
- Coordinate daily maintenance services with nursing services when performing routine assignments in resident living areas.
- Other related duties as may become necessary or as directed by your department manager and/or administrator.
- Attend departmental and staff meetings as directed or called.
- Perform specific tasks in accordance with daily work assignments.
- Participate and assist in department studies and projects as directed.
- Attend and participate in in-service educational classes and on-the-job training programs, etc., as scheduled or as directed.
- Attend and participate in workshops, seminars, etc., as directed.
- Attend and participate in annual facility in-service training programs as scheduled (e.g., OSHA, TB, HIPAA, Abuse Prevention, Safety, etc.).
- Follow established fire safety policies and procedures.
- Keep your work area(s) free of hazardous conditions, i.e., grease/oil spills, excess supplies, equipment, etc., to assure that all established safety rules/regulations are followed at all times. Refer to material safety data sheets (MSDSs) when necessary.
- Follow established policies governing the use of labels and MSDSs.
- Report all unsafe/hazardous conditions, defective equipment, etc., to your manager immediately.
- Ensure work/assignment areas are clean and equipment, tools, supplies, etc., are properly stored before leaving such areas on breaks, end of work day, etc.

- Other(s) that may become necessary/appropriate to assure that our facility is maintained in a safe and comfortable manner.
- Keep supervisor informed of supply needs.
- Report equipment malfunctions or breakdowns to your supervisor as soon as possible.
- Receive and follow maintenance schedule/instructions from your manager and as outlined in our established maintenance policies and procedures.
- Perform routine maintenance on grounds, parking areas, driveways, etc., by cutting, trimming, policing, sweeping, etc., as necessary/directed.
- Perform routine maintenance and repair on the facility and equipment to include plumbing, plastering, electrical, carpentry, mechanical, etc., as directed, in accordance with established procedures.
- Service heating and cooling units/systems, as specified by the manufacturer, and in compliance with established policies and procedures.
- Maintain the confidentiality of all resident care information including protected health information. Report known or suspected incidents of unauthorized disclosure of such information.
- Other duties as assigned.

Minimum Qualifications

- High School Diploma or equivalent.
- Two to Three years' experience in maintenance field. Experience in a healthcare facility, preferred.
- Must be willing to work evenings, weekends, and/or holidays.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Work Environment

- Works in all areas of the facility. (Knowledge with HVAC and repairing appliances.)
- Moves intermittently during working hours. (Able to work with minimal supervision and/or independently.)
- Works beyond normal working hours and on weekends and holiday when necessary, as well as in other positions as needed.
- Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.)
- May be required to work on shifts other than the one for which hired.
- Attends and participates in continuing educational programs.
- May be required to work in cramped spaces and in adverse weather conditions.

Physical and Sensory Requirements

- Must be able to speak the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately.
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with the residents/personnel.

- Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.
- May be necessary to assist in the evacuation of residents during emergency situations.

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