

**HATCH VALLEY PUBLIC SCHOOLS**  
**P. O. BOX 790**  
**HATCH, NM 87937**  
**Telephone: (575) 267-8200**  
**Fax Number: (575) 267-8202**

**POSITION:** **Maintenance/Warehouse**

**MINIMUM QUALIFICATIONS:** High School Diploma or GED Preferred.  
Demonstrated aptitude or competence for assigned responsibilities.  
Such alternative to the above qualifications as the Superintendent may find appropriate and acceptable  
Must be physically capable and willing to perform required tasks in custodial and general maintenance;  
Must be able to lift a minimum of 25 pounds to head level when required;  
Must be able to kneel, squat, crawl, bend and walk without limitations;  
Must possess acceptable attitude(s) towards staff, students and parents and coworkers;  
Must demonstrate dedication to job performance and accept direction and guidance from supervisory personnel;  
Must have a current New Mexico driver's license  
Must be literate

**REPORTS TO:** **Supervisor of Maintenance & Grounds**

**SALARY:** **As determined by the District's Maintenance/Mechanic/Warehouse Salary Schedule**

**BEGINNING DATE:** **2024-2025 School Year**

**APPLICATION PROCEDURE:** Letter of Interest  
Current resume with current reference contact information  
Access application on HVPS website: [www.hatchschools.net](http://www.hatchschools.net)

**SUBMIT TO:** HATCH VALLEY PUBLIC SCHOOLS  
P. O. Box 790  
Hatch, NM 87937  
[eramirez@hatchschools.net](mailto:eramirez@hatchschools.net)

**APPLICATION DEADLINE:** **Until Filled**

A job description is available upon request. Applicants will be screened based on information submitted, plus a review of work history, strength of references and specific experiences. Those applicants that emerge as the more qualified candidates will be forwarded to the Interview Committee.

A FBI FINGERPRINT BACKGROUND CHECK IS CONDUCTED ON EVERY NEW HIRE IN THE HATCH VALLEY PUBLIC SCHOOLS AT A COST TO THE EMPLOYEE. CONTINUED EMPLOYMENT WILL BE CONTINGENT UPON THE RESULTS OF THE BACKGROUND CHECK.

**Hatch Valley Public Schools is an Equal Opportunity Employer**

### Notice of Non-discrimination

The Hatch Valley Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:  
Michael M. Chávez- Superintendent

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