

New Mexico Office of the Attorney General



Fleet and Facility Coordinator

Santa Fe, NM

Full Time

Job Reference # 0052708

The New Mexico Office of the Attorney General, Financial Control Division an Equal Employment Opportunity (EEO) employer is seeking applicants for an “At Will” (not classified) Fleet and Facility Coordinator position. An “At Will” position means any state office job or position of employment which is exempt from the service and the Personnel Act,” Section 10- 9-4 NNMSA 1978, the employee serves at the pleasure of the New Mexico Attorney General.

The position is responsible for assisting with the day to day operations of facilities and fleet services for the Office of the Attorney General. Fleet and Facilities provides service to every employee within the agency providing the tools to successfully conduct their duties. Responsibilities for this position include, but are not limited to:

- Incoming and outgoing mail management, including timely pickup, delivery, distribution, and metering.
- Assist with supply management which includes delivery of and distribution of supplies.
- Inventory Management which includes delivery and moving of furniture, as well as inventory tracking and maintenance.
- Fleet management – efficient and effective reservation management, fleet maintenance, assisting in fleet reporting, and fleet cleanliness.

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- Facility Management – facility inspection, work orders to Facility Management Division, recycling, identifying potential safety hazards, etc.
- Any other duties required to maintain Fleet and Facilities at any and all of the OAG's 3 locations.

Position requirements:

- Self-motivated, customer service oriented attitude
- Proactive approach to Facility and Fleet responsibilities
- Excellent organizational and communication skills
- Ability to obtain Defensive Driving Certificate required to use state vehicles.
- Able to safely lift more than 75lbs

Salary is commensurate with experience. Resume and three professional references must be received at the Office of the Attorney General. Recruitment for this position will remain open until filled. Applicants selected for an interview must notify the Attorney General's Office of the need for a reasonable accommodation due to a Disability.

Please send resumes to:

The Office of the Attorney General
Attn: Karlo Cantu, Division Director
E-mail: kcantu@nmag.gov
408 Galisteo, Santa Fe, NM 87504-1508