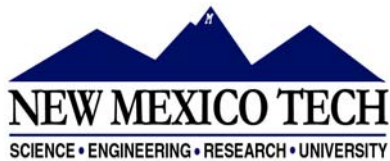


Posted: June 7, 2018



POSITION ANNOUNCEMENT

TITLE: ASSOCIATE DIRECTOR FOR CONSTRUCTION

DEPT: FACILITIES MANAGEMENT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$75,000.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Works closely with Director of Capital Projects to get projects off the ground. Manages construction projects on site, sets pace demonstrates proper work methods, works cooperatively with crew and contractors. Oversees Painting crew. Hires, schedules, instructs, trains, disciplines, evaluates performance and recommends salary action for personnel. Assist in plans & cost estimates for both maintenance and modification requests. Schedules remodels & construction jobs. Develops, prepares, & plans reports on materials needed and used for construction projects. Estimates cost of materials & tools for projects. Assist Assistant Director in planning annual budget for tools. Tracks & monitors account. Assures all expenditures are billed properly. Contractor oversight: Oversees, reviews & approves work of external contractors. Other duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor's degree required, Construction Management , Architecture or Engineering. Must have 10-15 years supervisory experience. Must have some knowledge of construction trades. Must have knowledge of safety requirements & proven ability to incorporate safety in daily activities. GB98 required. JEI, EE98, JPG, MM98, JMA Safety Certifications desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 064, Socorro, NM 87801-4796