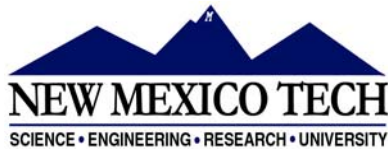


Posted: May 21, 2018



REVISED 5/21/18
POSITION ANNOUNCEMENT

TITLE: BUILDING MAINTENANCE ASSOCIATE- ROOF & KEY SPECIALIST (2)

DEPT: FACILITIES MANAGEMENT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$11.00

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:** May 17, 2018* 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:

Responsible for general repair and maintenance of assigned buildings owned by the Institute, particularly as it pertains to building roofs, windows and doors. Provide key shop support including key cutting and issue, lock maintenance repair and replacement, and record keeping. Maintains and repairs roofs year round, patching, cleaning and other duties as required. Inspect campus building roofs on a regular basis for damage, leaks or potential problems. Assist in door repair. Installation of doors, windows, and hardware. Provides key shop support; cuts and issues keys, door lock repair and maintenance, record keeping. Other various duties as assigned.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms required. High school (or GED) level ability in spelling, grammar, basic composition and math required. Must possess interpersonal skills. Must be able to lift 50 pounds. 1 year experience in roofing required. Must have a valid New Mexico Driver's license. An offer of employment is conditional on successfully passing the pre-employment drug screen.