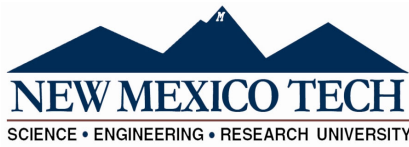


Posted: December 12, 2023



POSITION ANNOUNCEMENT

TITLE: PREVENTATIVE MAINTENANCE ASSOCIATE II

DEPT: FACILITIES MANAGEMENT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$16.00

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

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

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 SUMMARY:

Performs basic building maintenance tasks and minor repairs without supervision. Experience with building maintenance and associated systems expected.

JOB FUNCTIONS:

Perform basic routine maintenance tasks without supervision (change filters, lubricate motors, etc.)

55%

Assist in the installation, repair, replacements, and upgrades of HVAC equipment and associated systems.

10%

Perform minor troubleshooting and repairs without supervision.

10%

Make recommendations and requests to improve PM scheduling, performance, and material stock.

5%

Use building automation system as required to troubleshoot and test equipment.

5%

Consult user manuals and other available media as required to maintain, troubleshoot, and repair equipment.

5%

Other duties as assigned.

10%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. At least 2 years of relevant experience. Basic preventative maintenance skills (equipment troubleshooting and repair, minor plumbing repair, etc.). Basic knowledge of building systems (mechanical, electrical, plumbing). Basic computer skills.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	O
50 - 100 pounds	O
100 + pounds	O

PHYSICAL DEMANDS:

Standing 90%	Sitting 10%	Walking 10%	Pulling 10%
Pushing 10%	Lifting 15%	Stooping 10%	Kneeling 15%

Apply to: nmtjobapps@npe.nmt.edu