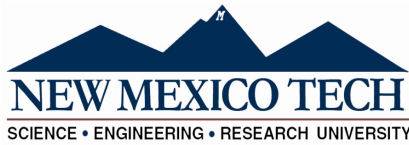


Posted: June 3, 2025



POSITION ANNOUNCEMENT

TITLE: MECHANIC HELPER

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: 06/13/2025

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 tune-ups and other preventative maintenance on department machinery. Performs tune-ups, oil changes, and lube jobs on the institute fleet. Drives service truck to perform maintenance on heavy equipment. Changes and repairs tires in the shop and the field. Washes rental fleet, vacuums, and cleans interior. Sticks fuel tanks at the Facilities refueling site. Assists mechanics with more complex mechanical duties.

JOB FUNCTIONS:

Repairs or replaces tires.

Performs oil changes and basic tune-ups, and other light automotive mechanic duties

Sharpens Reels and performs PM on Grounds/Golf Equipment

Snow Removal

Other job duties as assigned.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 70%	Sitting 10%	Walking 10%	Pulling 10%
Pushing 10%	Lifting 20%	Stooping 10%	Kneeling 5%
Crawling 5%	Climbing 5%	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu