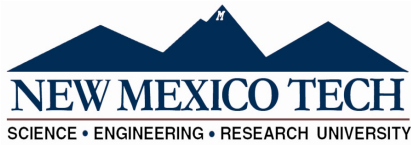


Posted: April 25, 2025



POSITION ANNOUNCEMENT

TITLE: SECURITY OFFICER TRAINEE

DEPT: PRTC

REG ☒

TEMP ☐

FULL TIME ☒

PART TIME ☐

*****Located in Playas, NM***

STARTING RATE or SALARY RANGE \$15.00

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 security enforcement work; work involves monitoring and/or patrolling PRTC grounds; receiving visitors; inspecting and safeguarding university buildings, properties, and equipment; and directing traffic.

JOB FUNCTIONS:

Monitors, logs and authorizes entrance and departures of employees, visitors, and other persons to maintain security of premises. Prevents losses and damage by reporting irregularities; informing violators of policy and procedures.

Required to work shifts as assigned; dayshift, swing shift or night shift.

Required to work holidays and weekends.

Ensures that lights are on or off as required and that doors and windows are locked during routine patrols.

Completes and submits daily activity logs by recording observations, information, occurrences, and surveillance activities.

Maintains PRTC's stability and reputation by complying with legal requirements.

Attends all trainings as scheduled.

Controls traffic by directing drivers or escorting vehicles as necessary.

Performs other 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. US Citizenship. Valid unrestricted NM Class D Driver's License. Must pass a pre-employment criminal background check. Successful candidate must submit to post-offer, pre-employment physical examination and medical history check. Ability to obtain and maintain a DoD Security Clearance. Ability to become firearms qualified and carry a firearm.

DESIRED QUALIFICATIONS:

Experience in security work. English/Spanish language.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 30%	Sitting 50%	Walking 30%	Pulling 20%
Pushing 5%	Lifting 5%	Stooping 20%	Kneeling 5%
Crawling 1%	Climbing 5%	Reaching 20%	Other 5%

Apply to: nmtjobapps@npe.nmt.edu