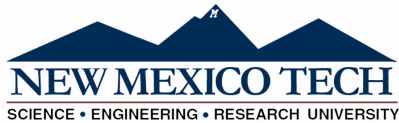


Posted: August 15, 2022



## POSITION ANNOUNCEMENT

**TITLE:** BUILDING MAINTENANCE SUPERVISOR     **DEPT:** FACILITIES MANAGEMENT

**REG**      **TEMP**      **FULL TIME**      **PART TIME**

**STARTING RATE or SALARY RANGE:** \$42,303

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:** August 24, 2022\* 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:**

Supervises Maintenance Associates in daily building maintenance activities. Ensures compliance with all applicable safety regulation, building code and safety requirements. Ensures completion of all maintenance repair projects in accordance with established standards. Assists construction crew when necessary. Responsible for maintaining 5 buildings, including plumbing, electrical and carpentry. May assist maintenance staff on specific jobs to facilitate in their training. Participates in hiring, discipline and performance evaluations. Interacts with departments to ensure maintenance is carried out. Other job duties as assigned. On call 24/7/365.

### **REQUIRED QUALIFICATIONS:**

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition and math. Five years supervisory experience or experience performing related duties required. Strong interpersonal skills required. Computer skills required. Knowledge of safety requirements required. General working knowledge of methods, materials, tools and equipment used in the mechanical, electrical, plumbing and/or building trades required. Must have a valid New Mexico Drivers license.

Apply to: New Mexico Tech, Human Resources 801 Leroy PL, Brown Hall, Box 150, Socorro, NM 87801-4796