

Posted: May 28, 2024



POSITION ANNOUNCEMENT

TITLE: BUILDING MAINTENANCE ASSOCIATE

DEPT: AUXILIARY SERVICES

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$16.00-\$19.00

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: June 5, 2024*

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:

Under minimal supervision, performs various maintenance duties for Auxiliary Services-run facilities including Apartment Housing, Children's Center, Theater, Event Spaces, and Office Space as well as Housing and Residential Life- run residence halls and facilities.

JOB FUNCTIONS:

Building maintenance duties: include (but are not limited to) moving and assembling furniture, fixing and maintaining appliances, equipment, machines, buildings, and escorting professional contractors & inspectors such as pest control, fire alarm contractors, Fire Marshals, ITC, and fire extinguisher inspectors. Tasks include basic building maintenance including changing light bulbs, replacing blinds, screen repair, replacing shower heads and valves, minor plumbing work, wall patching, painting, flooring repair and upkeep, minor electrical repairs, and minor heating and cooling system maintenance at a level not requiring license or certification, assist both departments with follow-up on work orders and preventative maintenance duties, and to maintain the coding of the carded key system for the door locks within the operation (this includes door lock repairs). Must present a respectful, positive, professional attitude. Must be willing to analyze, troubleshoot, and problem-solve when faced with unique challenges. Must maintain a clean, organized working environment, be available to receive requests when working on other projects outside of the office, and complete office inventory. Assemble furniture and equipment essential to the functioning of the department and must be able to perform carpentry, painting, and non-technical electrical and plumbing. Move and relocate furniture and equipment. Must function with a cost saving mentality and be conscious of material cost and time. 75%

Emergency/on call: Will be on call on nights, weekends, and holidays. 10%

Administrative duties: Must be able to prepare and present reports of completed and pending work. Attends all required meetings, acknowledges and abides by sick/annual leave policies, communicates with all essential personnel, and acknowledges and abides by all New Mexico Tech and Auxiliary Services Department safety and security policies. Must be able to prioritize and differentiate between emergency requests and time-friendly requests. Must dress appropriately for a physically demanding job. Must be able to read and follow instructions and be available via phone and email. All work is done with minimal to no supervision and candidates must be able to manage their own schedule. Must demonstrate interpersonal skills including communication skills, critical thinking, teamwork, time management, multitasking, and organizational skills. 10%

Other duties as assigned. 5%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Two (2) years' experience in general handyman positions and must demonstrate a wide range of knowledge and skills. Must be able to use all power tools and hand tools efficiently and safely. Must have a valid NM Driver's License and the ability to obtain a Defensive Driving Certificate from NMT.

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	S

PHYSICAL DEMANDS:

Standing 30%	Sitting 3%	Walking 30%	Pulling
Pushing 5%	Lifting 15%	Stooping	Kneeling 5%
Crawling 2%	Climbing 5%	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu