

Posted: January 21, 2020



POSITION ANNOUNCEMENT

TITLE: CARPENTER I (2)

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$12.00

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

INTERNAL DEPARTMENTAL POSTING THROUGH: January 29, 2020* 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:

Prepares the layout and executes the project working with blueprints or instructions from the supervisor using materials such as wood, plastic, fiberglass, drywall, foam, screen, paint, steel, hardware, etc. Utilizes hand and power tools safely and effectively in conjunction with the materials listed above to build or repair test fixtures/structures and furniture. Create structures and forms for pouring concrete. Installs doors and windows, cabinets and molding. Join materials with nails, staples, screws and adhesives. Use levels, rules, plumb bobs, framing squares, and surveying equipment. Load and unload shipments of materials. Cleans, maintains, and adjusts equipment and facilities used in performance of duties. Operates medium and light equipment such as forklifts, flatbeds, etc. according to certifications and capabilities. Performs other functions, i.e., assisting electrical, construction, machining, mechanical, and test range personnel under the direction of qualified technicians or supervisors. Attends safety meetings, acknowledges and abides by sick/annuals leave policies, communicates with essentials personnel, presents a positive/ professional attitude, acknowledges and abides by New Mexico Tech /EMRTC safety policies / SOP's/ Security policies, etc.

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. Two (2) year experience in general construction, framing, finishing, trim and installation required, however, equivalent experience in general test range work will be considered. Must be able to use all power and hand tools effectively. Overall knowledge of trades and construction desired. Certified or ability to certify, within a reasonable amount of time, on relevant light/medium equipment required. Valid New Mexico Driver's License is required. This position may require a Department of Defense security clearance to be obtained within a reasonable time after employment is required. A Pre-employment drug screen required upon hire.