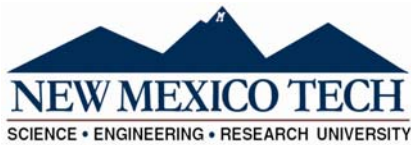


Posted: May 28, 2021



POSITION ANNOUNCEMENT

TITLE: MAINTENANCE ASSOCIATE

DEPT: PRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$13.50

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 8, 2021* 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:

Performs a wide range of facilities services tasks including non-technical maintenance of plumbing, electrical, heating, ventilating, and/or air conditioning facilities and equipment, at a level not requiring formal licensure. May be required to perform tasks of other unlicensed trades, such as light equipment operator, carpenter, painter, and/or locksmith. Implements detailed landscape plans. Plants, fertilizes, applies chemicals, waters, weeds, and prunes woody and herbaceous plants. Maintains and repairs irrigation system including replacing valves, fan belts, switches and contacts.

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. Skill in the use of computers, preferably in a PC, windows-based operating environment required. Records maintenance skills required. Ability to understand and follow specific instructions and procedures required. Ability to use hand and power tools applicable to trade required. Ability to repair and maintain appliances and heating and cooling equipment required. Ability to read, understand, follow, and enforce safety procedures required. Knowledge of one or more building trades required. Certifications desired. US Citizenship required. A valid NM Driver's License required. Must pass a pre-employment criminal background check. Must have the ability to obtain a CDL.