

**Posted:** February 24, 2023



## POSITION ANNOUNCEMENT

**TITLE:** MAINTENANCE ASSOCIATE

**DEPT:** PRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$15.00-\$16.50

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:** March 6, 2023\* 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 a wide range of facilities service tasks including non-technical maintenance of the plumbing, electrical, heating, ventilating, and/or air conditioning facilities and equipment at a level not requiring licensure. May be required to perform tasks of the other unlicensed trades, such as a light equipment operator, carpenter, painter and/or locksmith. May also be required to perform tasks of ground/irrigation personnel including operation of lawn and garden equipment.

### JOB FUNCTIONS:

Must be able to perform Non-technical maintenance on heating and cooling systems.	10%
Must be able to perform carpentry, painting and non-technical electrical, plumbing.	50%
Ability to perform all aspect of landscaping including applicable equipment.	10%
Ability to use light duty equipment to a non-certified level.	20%
Ability to perform preventative maintenance on all equipment and tools.	10%
Ability to perform at a non-certified level welding and gas cutting equipment.	10%

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Must record daily maintenance records. Ability to read, understand, adhere to and enforce safety procedures and regulations including utilizing all personnel protective equipment (PPE). Ability to use and maintain hand, power tools applicable to the task or trade. Perform carpentry, drywall, cabinetry, painting and plumbing on residential, commercial or industrial building including new construction, maintenance and repairs. A Valid New Mexico Driver's License.

### DESIRED QUALIFICATIONS:

Skilled in the use of computers preferably in a PC, windows-based operation environment. Ability to perform preventative maintenance procedures. Must be able to install doors, windows and window/wall type HVAC units. Must possess proficient knowledge in and use of paints, adhesives, paint sprayers, rollers, trials, textures and HVLP machines. Ability to use welder, cutting torch and related equipment.

**LIFTING REQUIREMENTS:**

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

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

**PHYSICAL DEMANDS:**

Standing 40%	Sitting 5%	Walking 50%	Pulling
Pushing	Lifting 15%	Stooping 5%	Kneeling
Crawling	Climbing 10%	Reaching 5%	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)