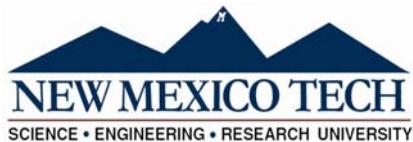


**Posted:** April 14, 2022



## POSITION ANNOUNCEMENT

**TITLE:** MAINTENANCE SUPERVISOR

**DEPT:** PRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$60,000-\$75,000

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:** Concurrent\* 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:**

Oversees and coordinates the activities of multi-craft technical workforce engaged in maintenance and construction work in assigned area. Oversees and coordinates operational maintenance activities of the center grounds and landscape areas which may include recreational and athletic fields. Oversees the daily activities of grounds and landscaping paraprofessional and service personnel. Organizes work flow and arranges logistical support for facility repair projects. Inspects work for appropriate craftsmanship and quality. Must be able to work a flexible schedule, including evenings and weekends.

### **REQUIRED QUALIFICATIONS:**

High school (or GED) level ability in spelling, grammar, basic composition and math. Knowledge of planning and scheduling techniques. Ability to gather data, compile information, and prepare reports. Records maintenance skills. Skill in organizing resources and establishing priorities. Ability to supervise and train assigned staff. Ability to make administrative/procedural decisions and judgments. Ability to coordinate and/or supervise independent contractors. Knowledge of ordering job materials and accounting for job labor and material costs. Ability to read, understand, follow, and enforce safety procedures. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Organizing and coordinating skills. Ability to foster a cooperative work environment. Employee development and performance management skills. Ability to perform complex tasks and to prioritize multiple projects. Knowledge of computer-based work order management systems. Ability to perform inspections and make necessary adjustments to conform to job specifications. Journeyman's JE-98 License desired. Journeyman plumber license desired. GB98 license desired. Must be a US Citizen. A valid NM Driver's License required. Have or ability to obtain and maintain a DoD Security Clearance. Must pass a pre-employment criminal background check. Successful candidate must submit to post-offer, pre-employment physical examination and medical history check. Have or ability to obtain a CDL.