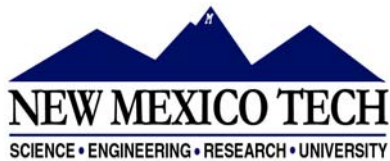


Posted: May 29, 2018



POSITION ANNOUNCEMENT

TITLE: PREVENTATIVE MAINTENANCE ASSOCIATE

DEPT: FACILITIES MANAGEMENT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$11.00

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: 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:

Performs preventative maintenance duties including changing filters, cleaning strainers, inspecting parts and machinery or mechanical equipment. Completes major repairs and/or maintenance and other preventative maintenance as assigned. Caulks showers and sinks. Repairs and maintains plumbing by replacing washers on leaking faucets and opening clogged drains; may replace faucets and valves. Performs building walkthroughs to ensure their designated buildings are in good condition/standing. Other duties as needed. Will assist other crews as needed.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms required. High school (or GED) level ability in spelling, grammar, basic composition and math required. Must have one year experience in general carpentry. Must be familiar with procedures for minor electrical and plumbing repairs. Must be able to read and write simple instructions. Must be able to deal pleasantly and tactfully with faculty and staff. A Valid NM Driver's License required. Pre- employment drug test upon hire required.