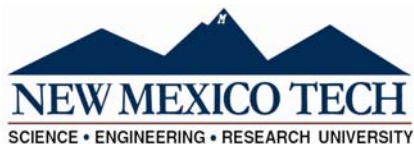


Posted: July 19, 2021



POSITION ANNOUNCEMENT

TITLE: SITE MANAGER

DEPT: PRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$94,000-\$110,000

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: July 27, 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:

Under the direction of the Director manages the day-to-day operations activities. Participates in the development, recommendation, and administration of policies, procedures and processes in support of center operations. Responds to inquiries and requests for service from internal customers and external customers. Supervises administrative services paraprofessionals and technical/support staff Site Manager also schedules, assigns, reviews, and supervises the work of employees representing a variety of work skills necessary for the maintenance and repair of the Center's facilities, buildings, grounds, custodial and equipment; participates in the design, review, and planning of new construction and remodeling projects; and does related work as required. May serve as alternate to the Director in their absence.

REQUIRED QUALIFICATIONS:

Bachelor's Degree Facilities Management, Engineering, Architecture, Administration or a related building construction field. Relevant experience may substitute for the degree requirement on a year-for-year basis. Five years' progressively responsible, professional custodial, grounds, and/or maintenance experience, including public institution supervisory experience. Supervisory principles required.

Required knowledge of the following: Facilities maintenance, grounds and custodial principles and practices; contract management principles and practices; applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes; procurement principles and practices; project management principles required; preventative maintenance principles and practices; maintaining data and components for facilities, eg. 6 Year Scheduled Maintenance, 6 Year Facilities Condition Assessment; industry Best Practices; Continuous Quality Improvement Principles; Sustainability in Facilities Management and maintaining currency in sustainable practices; Supervising subordinate staff; Reading and interpreting construction plans, specifications, drawings, maps, and/or other related technical documents; Analyzing processes and making recommendations for improvement; Coordinating activities with other internal departments, the community, and/or external agencies; mediating conflict, conducting negotiations; and Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of goals

Desirable knowledge of the following: Managing complex, multi-discipline projects involving multiple locations required. Interpreting and applying applicable laws, rules, and regulations; Managing contracts desired. Working in a rural environment; Designing and developing program plans in assigned area of responsibility; Preparing a variety of reports related to operational activities, including statistical analysis; Data driven reporting and planning for budgeting; Presentation to a large and diverse audience; Developing, recommending, implementing, and monitoring policies, procedures, and work flow; Utilizing computer technology used for communication, data gathering and reporting; Communicating effectively through oral and written mediums.

Valid NM Driver's License required. Ability to obtain Defensive Driving Certificate Ability to obtain and maintain a DOD Top Secret Security Clearance.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 132, Socorro, NM 87801