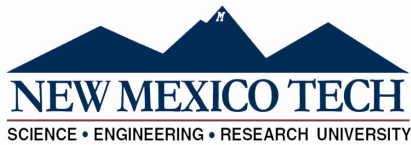


**Posted:** March 13, 2024



## POSITION ANNOUNCEMENT

**TITLE:** WAREHOUSE TECHNICIAN

**DEPT:** FACILITIES MANAGEMENT

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

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

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

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 21, 2024\*

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 any combination of tasks to receive, store and distribute material, tools, and equipment within the FM Warehouse.

### JOB FUNCTIONS:

Receives merchandise, records, and maintains delivery log. Checks receivers/packing slips against items being received. Inputs receivers into CMMS Software and cross-checks as necessary. Sorts and places materials or times on racks, shelves, or in bins according to a predetermined location. 30%

Fills warehouse material transactions including pulling materials from shelves and logging all materials taken. 20%

Receives shipments of materials for NMT, and determines the final destination of the materials and stages in the proper area. Notifies FM Departments when materials have been received. 20%

Delivers and picks up gas cylinders to and from departments and completes all necessary paperwork, performs maintenance on cylinders. 10%

Covers for Shipping and Receiving Technician in his/her absence. Provides support to Shipping and Receiving personnel including receiving and delivering freight and other miscellaneous shipments. 5%

Participates in daily warehouse inventories as required for perpetual inventory maintenance. Other duties as assigned. 5%

Covers for Warehouse Supervisor in his/her absence including supervising personnel and entering daily warehouse transactions into CMMS. Assists in training new personnel. 5%

Cleans Warehouse as required. 5%

### 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 have a current driver's license. Must be able to lift 70 lbs. Must be able to learn to operate a forklift within 3 months. A pre-employment drug screen required upon hire.

**LIFTING REQUIREMENTS:**

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

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

**PHYSICAL DEMANDS:**

Standing 75%	Sitting 10%	Walking 10%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping 5%	Kneeling 5%
Crawling 5%	Climbing 5%	Reaching 5%	Other

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