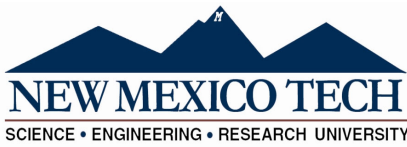


**Posted:** February 7, 2024



## POSITION ANNOUNCEMENT

**TITLE:** CARPENTER I

**DEPT:** EMRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$15.25

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:** February 15, 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:

The fundamental purpose of this position is to perform carpentry duties to build, erect, repair, or fabricate fixtures/structures/apparatuses to ensure safe and efficient testing and maintenance in support of RDT&E and training programs conducted by EMRTC at the New Mexico Tech Socorro, and Playas sites. This position is critical to the organization in that it is designed to develop an experienced and seasoned craftsman capable of assuming full carpentry responsibilities in support of the carpentry team and independently to meet the goals and needs of EMRTC and its customers. The skills and knowledge required for this position are elementary and serve only as a starting point. This position is designed to provide opportunity for personal growth, broadened skills, and career advancement.

### JOB FUNCTIONS:

Prepares the layout and executes the project working with blueprints or instruction from the supervisor using materials such as wood, plastic, fiberglass, drywall, foam, screen, paint, steel, hardware, etc 20%

Utilizes hand and power tools safely and effectively in conjunction with the materials listed above to build or repair test fixtures/structures and furniture. Create structures and forms for pouring concrete. Install doors and windows, cabinets and molding. Join materials with nails, staples, screws and adhesives. Use levels, rules, plumb bobs, framing squares and surveying equipment. Load and unload shipments of materials. Cleans, maintains, and adjusts equipment and facilities used in performance of duties. 60%

Operates medium and light equipment such as forklifts, flatbeds, etc. according to certification and capabilities 10%

Performs other functions, i.e., assisting electrical, construction, machining, mechanical, and test range personnel under the direction of qualified technicians or supervisors 5%

Attends safety meetings, acknowledges and abides by sick/annual leave policies, communicates with all essential personnel, presents a positive/professional attitude, acknowledges and abides by New Mexico Tech/EMRTC safety policies / SOP's/ Security policies, etc 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. Two (2) years' experience in general construction, framing, finishing, trim and installation required. However, equivalent experience in general test range work will be considered. Must be able to use all power and hand tools efficiently and safely. Certified or ability to certify, within a reasonable amount of time, on relevant light/medium equipment. A pre-employment drug screen required upon hire.

**DESIRED QUALIFICATIONS:**

Overall knowledge of trades and construction.

**LIFTING REQUIREMENTS:**

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

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

**PHYSICAL DEMANDS:**

Standing 50%	Sitting 5%	Walking 25%	Pulling 5%
Pushing 5%	Lifting 10%	Stooping 10%	Kneeling 5%
Crawling	Climbing 5%	Reaching 5%	Other

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