POSITION ANNOUNCEMENT

TITLE: MECHANIC-CARPENTER

DEPT: BUREAU OF GEOLOGY

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: August 29, 2022*

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:
The successful applicant will work with the Fleet Manager to keep all Bureau of Geology vehicles in top running and safe condition. All vehicles must be kept clean and ready for use. The new employee will perform a number of carpentry projects, and will help assemble basic office furniture. The position will aid in the installation of office equipment as needed, and help with moving needs. The successful candidate will keep the Fleet Manager informed of progress toward completion of projects.

REQUIRED QUALIFICATIONS:
Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Basic knowledge of vehicle maintenance and repair required. Ability to perform routine service and repairs on vehicles required. Must know and follow high standards of on the job safety required. Basic carpentry skills desired. Forklift Driver Certification, and New Mexico Commercial Driver’s License (CDL) desired.

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