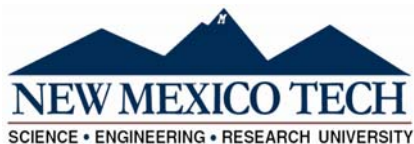


Posted: July 2, 2021



REVISED 7/2/21
POSITION ANNOUNCEMENT

TITLE: ENVIRONMENT COORDINATOR & SAEFTY OFFICER TRAINEE

DEPT: PRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$32,500 - \$35,500

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: 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:

Under general supervision, supports the University's efforts to sustain a culture of awareness and adherence to safety standards. Conducts needs assessments and design and delivers training in both classroom and non-classroom environments. Develops, plans, coordinates and manages Playas Research and Training Center (PRTC) safety programs, and safety training programs including the management and implementation of those programs to ensure the safety of the University's physical environment for employees, student and visitors, and to ensure compliance with applicable university policies and local, state, and federal regulations. Coordinates the development and use of Playas Training and Research Environment (PRTE) and PRTC environments.

REQUIRED QUALIFICATIONS:

High School level ability in spelling, grammar, basic composition and math in addition to 3 years progressive experience or military experience required. Ability to analyze and assess training and development needs consistent with institution, state and federal mandates required. Ability to prepare and present training materials in area of specialty required. Ability to gather data, compile information, and prepare reports required. Skill in the personal use of computers and related software applications required. Records maintenance skills required. Ability to communicate effectively, both orally and in writing required. Ability to react calmly and effectively in emergency situations required. Ability to resolve operational problems and make effective short-term field decisions required. Ability to develop, plan, and implement short- and long-range goals desired. Ability to make administrative/ procedural decisions and judgement required. Ability to work independently in the absence of supervisor required. Ability to foster a cooperative work environment required. Ability to engender trust, respect and credibility required. Knowledge of NISPOM desired. Ability to safely and effectively operate a loaded passenger bus and perform required routine vehicle inspection including checking the oil, fuel, brakes, lights, windshield wipers, and water and tire pressure desired. US citizenship required. Valid NM Driver's License required. Ability to obtain a DoD Security Clearance required. Ability to pass a pre-employment criminal background check required. Successful candidate must submit to post-offer, pre-employment physical examination and medical history check. Ability to obtain a CDL required.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 084, Socorro, NM 87801