POSITION ANNOUNCEMENT

TITLE: BUILDING MAINTENANCE ASSOCIATE

DEPT: FACILITIES MANAGEMENT

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $11.00 Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

*INTERNAL POSTING THROUGH: July 18, 2017* 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:
Responsible for general repair and maintenance of assigned buildings owned by the Institute. Repairs wall, flooring, etc., using carpenter tools. Installs/repairs finishing fixtures. Installs and repairs ceiling and floor tiles, doors, and windows. Repairs cabinets, counters and doors. Does minor touch-up painting, applies putty, spackling, compound, plaster or other filters. Caulks, repairs showers and sinks, toilets. Open clogged drains and maintains plumbing fixtures. Performs minor electrical repairs such as replacing switch, receptacle, light plates, ballast and outlets. Performs building walk-throughs to ensure their designed buildings are in good condition/standing. Assist other crews as needed. Other duties as needed.

REQUIRED QUALIFICATIONS:
High school (or GED) level ability in spelling, grammar, basic composition and math required. Must have one year experience in general carpentry required. Must be familiar with procedures for minor electrical and plumbing repairs. Must be able to read and write legible simple instructions. Must be able to deal pleasantly and tactfully with faculty and staff. Must have a valid New Mexico Drivers license. An offer of employment is conditional on successfully passing the pre-employment drug screen.

Apply to: New Mexico Tech, Human Resources 801 Leroy PL, Brown Hall, Box 097, Socorro, NM 87801-4796