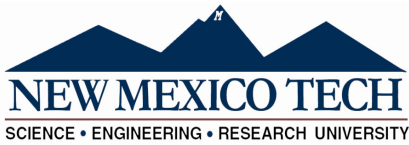


Posted: June 9, 2026



POSITION ANNOUNCEMENT

TITLE: ASSISTANT DIRECTOR BUILDING MAINTENANCE AND CARPENTRY

DEPT: FACILITIES MANAGEMENT

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE \$65,000 - \$75,000

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: 06/18/2026* 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:

Manages crews that maintain and renovate buildings and other projects. Including new construction. Supervises, coordinates, schedules, and participates in building maintenance. Supervises, coordinates, schedules, and participates in all maintenance and repairs. Trains and monitors assigned personnel in proper safety and job-related procedures. Coordinates, orders hardware, takes care of calls, and updates Work Orders. Assist in Write-ups and Disciplinary Actions for Employees Prepares Bids and Quotes.

JOB FUNCTIONS:

Supervisor of maintenance workers, occasional emergencies, and Painting Leadman and Crew, and (1) Construction Leadman and Carpentry Crew

Inspects employees' work. Reviews and signs daily work cards.

Completes employee evaluations for employees and recommends termination of unsatisfactory employees

Orders all materials, supplies, and tools for each job

Interviews, trains, and informs employees of new work methods, policies, and procedures.

Prepares Bids and Quotes, and other duties as assigned

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Must have 12 years of supervisory experience. Must have 10 years of experience in roofing repairs/replacement. Must be able to put together job estimates. Must be able to communicate verbally and in writing.

DESIRED QUALIFICATIONS:

GB-98

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 75%	Sitting 15%	Walking 10%	Pulling 5%
Pushing 5%	Lifting 10%	Stooping 5%	Kneeling 5%
Crawling 5%	Climbing 5%	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu