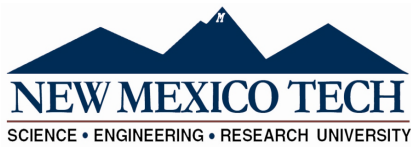


**Posted:** May 18, 2026



## POSITION ANNOUNCEMENT

**TITLE: FIRE SAFETY/ROOF/KEY MAINTENANCE ASSOCIATE**

**DEPT: FACILITIES MANAGEMENT**

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$18.00 - \$19.00

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: 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 SUMMARY:

Responsible for inspecting, maintaining, and cleaning building roofs. Key shop duties. Monthly fire extinguisher inspection. Check emergency lights. Works with the Fire Marshall.

### JOB FUNCTIONS:

Maintains and repairs roofs throughout the summer, patching and cleaning.

Inspects campus building roofs regularly for damage, leaks, or potential problems assists in door repair.

Installation of doors, windows, locks, and hardware

Inspects flashing and makes repairs as needed

Remove excess snow buildup when needed

Fire Extinguisher Maintenance and Fire Marshal-related duties

Inspects rain gutters and roof drains to prevent clogging from debris, and cleans gutters and drains as needed

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Able to read, write and comprehend written and oral instruction. Must possess interpersonal skills. 1 year of experience of similar duties. A pre- employment drug screen required up on hire. Motor Vehicle driver's license.

### LIFTING REQUIREMENTS:

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

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

**PHYSICAL DEMANDS:**

Standing 60%	Sitting 5%	Walking 10%	Pulling 5%
Pushing 5%	Lifting 10%	Stooping 15%	Kneeling 15%
Crawling 10%	Climbing 15%	Reaching 5%	Other

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