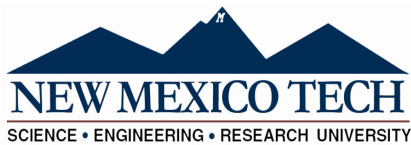


**Posted:** November 3, 2025



## POSITION ANNOUNCEMENT

**TITLE: SECURITY OFFICER II**

**DEPT: PRTC**

**REG** ☒

**TEMP** ☐

**FULL TIME** ☒

**PART TIME** ☐

***\*\*Located in Playas, NM***

**STARTING RATE or SALARY RANGE \$18.15**

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:**

PRTC has experienced growth over the past few years and is anticipating further growth over the next year. As a remote facility with a long first responder response time, there is a need for PRTC to have a security team that can ensure a secure environment and be able to respond to threats effectively. The physical security requirements related to classified contracts are substantial for PRTC, including armed security response. As PRTC prepares for the physical security requirements necessitated by the DD-254 and ICD-705, there is a need for a security force 24 hours a day 7 days a week.

Performs highly complex security enforcement work; work involves monitoring and / or patrolling PRTC grounds; receiving visitors and verifying reason for visit. Inspecting and safeguarding university buildings, properties and equipment and directing traffic, as well as directing traffic.

### **JOB FUNCTIONS:**

Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting building, equipment and access points; permitting entry, responding to alarms and calls for service. Monitor, logs and authorizes entrance and departures of employees, visitors and other persons to maintain security of premises. Prevents losses and damage by reporting irregularities; informing violators of policy and procedures. May confront and/or apprehend persons/suspects in cases of unauthorized entry into university buildings and work areas, malicious mischief, or other violations. Controls traffic by directing drivers or escorting vehicles as necessary. Ensures that lights are on or off as required and that doors and windows are locked during routine patrols. Completes and submits reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures. Maintains environments by monitoring and setting building and equipment controls. Maintains PRTC's stability and reputation by complying with legal requirements. Ensures operation of equipment by completing preventive maintenance requirements; following instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.

**REQUIRED QUALIFICATIONS:**

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. US Citizen. Valid unrestricted NM Class D Driver's license. Must pass pre-employment criminal background check. Successful candidate must submit to post, offer, pre-employment physical examination and medical history check. Ability to obtain and maintain a DoD Security Clearance Ability to be firearms qualified and carry a firearm.

**DESIRED QUALIFICATIONS:**

New Mexico state security certifications and level 1-3. New Mexico state law enforcement certification, or 1 year experience in law enforcement and/or security field. Firearms safety.

**LIFTING REQUIREMENTS:**

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

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

**PHYSICAL DEMANDS:**

|              |             |              |             |
|--------------|-------------|--------------|-------------|
| Standing 30% | Sitting 50% | Walking 30%  | Pulling 20% |
| Pushing 5%   | Lifting 5%  | Stooping 5%  | Kneeling 5% |
| Crawling 1%  | Climbing 5% | Reaching 20% | Other 5%    |

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