Posted: November 18, 2026

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

Located in Playas, NM

POSITION ANNOUNCEMENT

TITLE: SITE MANAGER **DEPT:** PRTC

REG ☑ **TEMP** ☐ **FULL TIME** ☑ **PART TIME** ☐

STARTING RATE or SALARY RANGE $85,000 - $98,000

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: 12/01/2026* 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:

The Site Manager provides leadership and oversight for daily site operations at the Playas Research and Training Center (PRTC). PRTC is a rural research and training center of New Mexico Tech located in Playas, New Mexico, that supports research, training, and testing activities for government, academic, and industry sponsors. The Site Manager is responsible for managing daily site activities, providing financial oversight, supervising staff, coordinating resources, and supporting efficient, effective, and compliant operations in alignment with center and institutional priorities. The Site Manager serves as a key operational leader, working closely with internal and external stakeholders to support site functions, promote continuous improvement, and maintain a safe and accountable work environment. Because of the operational demands of the site, the Site Manager is expected to spend significant time at the Center and to reside on-site or within one hour of the site; on-site housing is available.

JOB FUNCTIONS:

Manages the daily operations of PRTC to ensure effective, efficient, and continuous service delivery.

Supervises assigned staff, including hiring, training, scheduling, performance management, and professional development.

Administers approved budgets and oversees the responsible use of financial and physical resources, under guidance from the Research Office.

Implements operational goals and performance measures established in coordination with the Research Office; monitors progress and implements corrective action as needed.

Ensures compliance with university policies and applicable laws, regulations, and standards.

Develops and maintains procedures and documentation to support consistent and effective operations. Collects and analyzes operational data to support decision-making and continuous improvement.

Serves as a liaison with university leadership, local governments, community organizations, and other stakeholders. Collaborates across departments to support projects, initiatives, and the resolution of operational issues.

Serves as a member of the PRTC emergency management team; responds on call as needed. Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor's Degree. 4 years military or law enforcement experience may substitute for a degree. Three (3) years of experience in operations, facilities, or site management, including supervisory or lead responsibility Knowledge of site operations, facilities oversight, and operational management. Knowledge of budget development, financial review, cost control, and resource allocation. Knowledge of safety, compliance, and risk management practices. Ability to analyze operational issues, identify solutions, and recommend appropriate action. Skills in coordinating with internal departments, government agencies, contractors, and external partners. Experience with conflict resolution and negotiation skills to manage personnel, projects, and partners. Eligibility for sponsor-required background checks and, when applicable, eligibility to obtain and maintain a DoD Top Secret security clearance consistent with work performed Must maintain a valid driver's license. Designated essential personnel; periodic evening, weekend, and holiday work aligned to events and weather/utility conditions.

DESIRED QUALIFICATIONS:

Performance metrics analysis and continuous improvement strategies. Experience writing proposals or overseeing grants or contracts with government or industry sponsors. Demonstrated experience in financial planning, budget development, and financial oversight of a university department or division.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 17%	Sitting b 60%	Walking 10%	Pulling 1%
Pushing 2%	Lifting 2%	Stooping 2%	Kneeling 1%
Crawling 1%	Climbing 2%	Reaching 2%	Other

Apply to: nmtjobapps@npe.nmt.edu