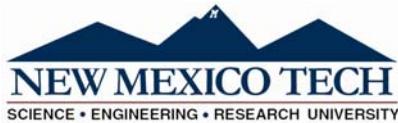


Posted: December 17, 2019



## 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:** January 6, 2020\* 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:

Using hand and power tools to perform minor/moderate repairs to walls, flooring, roofs, repairs and cleans gutters, and evaporative coolers. Installs and repairs finishing's/fixtures such as window blinds/shades and other duties as assigned. Installs and repairs ceiling/floor tiles, and door and window maintenance. Repairs cabinets and counters. Performs minor touch up painting, applies putty, spackling compound, plaster, and other filler to nail holes, cracks, joints, and surface defects. Caulks showers and sinks. Repair sinks, toilets, and showers. Repairs and maintains plumbing by replacing washers on leaking faucets and opening clogged drains. May be required to replace faucets and valves. Perform minor electrical repairs. Replacing switches, receptacle, plates, and light bulbs. Assist with moving furniture, clean-up after storms, inside and outside throughout campus; set up for special events on Campus. Assist during major emergency events such as rain storms and snow clean up. Performs building walkthroughs to ensure their designated buildings are in good condition. Other Duties as Assigned.

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition and math. 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.