POSITION ANNOUNCEMENT

TITLE: FLEET SUPERVISOR          DEPT: EMRTC

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $41,600

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 DUTIES:
Assists in the daily First Responder (FR) program activities to include logistical support, vehicle inspections and scheduling as well as transportation support at the direction of the project manager. Will assist in monitoring vehicle inspections and support staff within the First Responder bus fleet. Will be responsible to compile and/or prepare reports or other information as required by management. Assist in maintain records pertaining to inventory, maintenance, or inspection of buses. Must maintain a valid CDL with bus endorsement and is primarily responsible for providing or supervising staff for all first responder transportation needs within the training division and under the directions of the project manager.

REQUIRED QUALIFICATIONS:
High school (or GED) level ability in spelling, grammar, basic composition and math plus four (4) years direct training program experience. Solid organizational and customer service skills, with supervisory experience required. Solid interpersonal communication skills to include verbal and written, active listening, critical thinking required. Solid skills to quickly evaluate complex issues and identify resolution required. Ability to develop, plan, and implement short- and long-range goals required. Knowledge of organizational structure, workflow, and operating procedures required. Ability to create, compose, and edit written materials required. Ability to oversee the maintenance and operation of commercial bus fleet required. Skills as a trainer in the operation of vehicles desired. A valid NM driver’s license required. CDL with bus endorsement required.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 153, Socorro, NM 87801