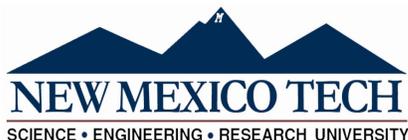


**Posted:** December 20, 2023



## POSITION ANNOUNCEMENT

**TITLE:** ARMS, AMMUNITION & EXPLOSIVES CONTROL SPECIALIST

**DEPT:** EMRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$23.00-\$25.00

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:** January 9, 2023\*

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:

Maintains the EMRTC laboratory and contractors' ordnance ammunition supply, ship and receipt of hazardous materials to ensure proper storage and compatibility, order explosives/ordnance from various vendors and DoD for testing, maintain accountability records and ensure expendables are charged to correct customer. Ship hazardous materials to customers and offsite test areas.

### JOB FUNCTIONS:

Receives, records and maintains log on incoming AA&E, verifies incoming items against bill of lading or other shipping documents to assure receipts of ordnance checks and weight amounts. Records and reports shortages to Ordnance Manager, inspects shipments and rejects damaged items; communicates with shipper to correct shortage and damages. 20%

Prepares all AA&E for DOT shipment or storage, prepares proper Bill of Lading (CBL or GBL), insures containers are properly marked and labeled; selects carrier to ship outgoing ordnance, obtains lowest cost consistent with required delivery dates, insures carrier is in compliance with DOT and DOD regulations. 10%

Monitors ordnance AA&E inventories to maintain accurate balances/accountability; records, files and maintains firing sheets and logs, files all correspondence. 60%

Conducts training for HAZMAT shipping and handling. 5%

Attends safety meetings, acknowledges and abides by New Mexico Tech/EMRTC safety policies, communicates with all essential personnel, presents a positive/professional attitude, acknowledges and abides by New Mexico Tech/EMRTC safety policies/SOPs/security policies, etc. 5%

### REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Three (3) years Military AA&E management control experience or 3 years verifiable Civilian AA&E management control experience. Working knowledge of personal computer, Microsoft Office. Ability to pass hazardous materials drivers physical examination. A valid New Mexico driver's license is required. Must attend and successfully complete an accredited course in shipping and receiving hazardous materials within 12 months after employment. Must be able to obtain a Commercial Driver's License with Hazmat endorsement within 12 months after employment. Must be able to obtain a DOD security clearance through Secret to be obtained within 12 months after employment. A pre-employment drug screen required upon hire.

**DESIRED QUALIFICATIONS:**

Knowledge of regulations that govern transporting, storing and accounting of explosives. Experience in shipping/receiving and making out DBL/GBL. Familiar with DoD ammunition supply system.

**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	O

**PHYSICAL DEMANDS:**

Standing 25%	Sitting 15 %	Walking 25%	Pulling 15%
Pushing 15%	Lifting 15 %	Stooping 10%	Kneeling 5%
Crawling 5%	Climbing 5%	Reaching 35%	Other

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