NEW MEXICO HIGHLANDS UNIVERSITY
PUBLIC VACANCY NOTICE

Posting Date: February 19, 2016

Deadline Date: Open Until Filled

Position: Carpenter

Salary Grade: 10

Department: Facilities Services

Minimum Starting Rate: $11.36/hour

Job Type: Regular/Full-Time

FLSA: Non-Exempt

REPORTS TO: Facilities Maintenance Manager

SUMMARY: This position is responsible for performing a variety of carpentry duties associated with the maintenance and upkeep of NMHU buildings and facilities.

DUTIES AND RESPONSIBILITIES:

- Installation, building, and repairing of doors, floor tiles, window, partitions, ceiling, and cabinets;
- Operate a variety of power and hand tools such as saws, joiners, lathes, sanders, planers, and boring and mortising machines;
- Perform restoration work on wood cabinets, flooring, and furniture;
- Assist in snow removal during winter months which may require employee to report to work early at the discretion of immediate supervisor;
- Construct, repair and installation of a variety of finished carpentry;
- Install windows and repair single pained windows;
- Assist custodial services by disassembling and moving furniture;
- Installation of sheetrock to include taping and texturing;
- Framing of walls to include metal and wood;
- Assist in framing and pouring during cement projects;
- Clean, sharpen, maintain, and repair power and hand tools;
- Must comply with all safety procedures;
- Must maintain regular attendance;
- Performs other job related duties as assigned.

MINIMUM JOB REQUIREMENTS:

- EDUCATION: High School Diploma or GED.
- EXPERIENCE: 1 year of paid carpentry experience.

SPECIAL REQUIREMENTS:

- Must possess and maintain a valid NM Driver’s License;
- Must be willing to work evenings, weekends, holidays, odd hours, and emergency calls, as required;
- Must be willing to work under potentially dangerous circumstances, which may involve exposure to hazardous materials.

KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to understand and carry out verbal and written instructions;
- Knowledge and ability to use power tools;
- Ability to read blue prints;
• Knowledge of building trades;
• Ability to identify problems and preventative maintenance of buildings.

PHYSICAL DEMANDS:
• Lifting 0 to 50 pounds..........................................................Frequently
• Lifting greater than fifty (50) pounds with assistance........Occasionally
• Standing.................................................................Frequently
• Walking........................................................................Frequently
• Bending............................................................................Frequently
• Squatting........................................................................Frequently
• Climbing .........................................................................Frequently
• Kneeling ...........................................................................Frequently

WORK ENVIRONMENT:
• May be exposed to hazardous chemicals and materials. Occasionally
• Work in dirty/dusty conditions.................................Frequently
• Work in noisy conditions..............................................Frequently
• Work around fumes and odors.................................Frequently
• Work in wet and humid environments......................Frequently
• Work in poorly lit areas..................................................Frequently
• Work on elevated heights...............................................Frequently

APPLICATION PROCEDURE: Candidates must submit a university employment application.

References will be contacted in conjunction with interviews.

Submit materials to:

New Mexico Highlands University
Human Resources Department
Carpenter Search
Box 9000
Las Vegas, NM  87701

Applications may be sent via email to: jobs@nmhu.edu

For disabled access or services call 505-454-3242 or email hr@nmhu.edu
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