



New Mexico Military Institute Employment Opportunity

Skilled Trades Manager - Buildings

About New Mexico Military Institute: NMMI is a state-supported, co-educational college preparatory high school and junior college, complete with Junior and Senior ROTC programs. With a Corps of Cadets numbering up to 1000 young men and women, NMMI provides an accredited college preparatory curriculum on the high school level.

Position: The **Skilled Trades Manager - Buildings** is a 12 month, full – time position. Under general direction of the Director of Facilities, the Skilled Trades Manager - Manager coordinates general repair, preventative maintenance, and minor capital projects for NMMI facilities. Main duties include but are not limited to supervision of personnel, workflow management, budget management, procedural development and implementation as well as professional communication with customers, staff, and senior leadership. Job Description available upon request. The annual salary range for this position is \$43,016 to \$51,620.

<p>Responsibilities:</p> <ul style="list-style-type: none"> • Coordinates general repair, preventative maintenance, and minor capital projects for NMMI facilities • Supervision of personnel, workflow management, budget management, procedural development and implementation • Plans and assigns all work assignments, ensuring work orders are completed and closed in a timely manner • Maintains inventory of shop tools and equipment used in the building trades 	<p>Essential Skills:</p> <ul style="list-style-type: none"> • Knowledge of the principles and practices of skills trades maintenance and repairs, preventive maintenance, principles of supervision, and knowledge of local vendors and the capabilities • Ability to manage diverse team of employees, providing guidance and coaching as needed • Should be well-organized and able to work independently without close supervision • Knowledgeable of the Institute’s mission, purpose and goals, and the role of the Facilities Department in achieving them
<p>Qualifications:</p> <ul style="list-style-type: none"> • High School graduate, or equivalent preferred • Five (5) years of experience in designated primary skilled trades area • Three (3) years of supervisory experience in the primary skilled trade area • Must possess leadership qualities • Valid state driver’s license required 	<p>Why Should You Apply?</p> <ul style="list-style-type: none"> • Excellent comprehensive benefits through the State of New Mexico: Medical, dental, vision, life insurance, retirement, sick leave, annual leave, paid holidays, and much more • NMMI offers a rich history and tradition of educating tomorrow’s leaders since 1891 • Exceptional workplace culture • Development and leadership opportunities

How to Apply: Send *application and resume* to the NMMI HR Office located in Lusk Hall, 101 W College Blvd, Roswell, NM, 88201 or email to employment@nmmi.edu . Applications are located at: <https://www.nmmi.edu/human-resources/employment-opportunities/> NMMI is an Equal Opportunity Employer.