



## Want to work for a University Worth Discovering?

### **WESTERN NEW MEXICO UNIVERSITY'S MAINTENANCE DEPARTMENT IS RECRUITING FOR A MAINTENANCE SAFETY SPECIALIST/SAFETY TRAINING COORDINATOR (Job Code 219/Full-Time/Exempt)**

**RESPONSIBILITIES:** Under general direction of the Director of Facilities and Maintenance, manages office functions to facilitate all aspects of the department (i.e. work orders, coordinate work, delegate work, lead role for groundskeepers, custodians, general maintenance assistants, and temporary maintenance workers), manages, provides and coordinates safety training/meetings, creates and maintains safety records for department, and evaluates maintenance processes to ensure adherence to all policies, procedures, regulatory requirements, and supervises office support personnel. Acts as primary liaison for the Director of Facilities Maintenance to all students, faculty, university staff, and the general public; answers questions and provides information about the division's programs and activities with scope of delegated authority; researches and resolves problems, but refers complex and critical issues to Director for review; collects and compiles agenda items in preparation for meetings; takes and transcribes minutes of meetings; provides follow up. Initiates, composes, and types a variety of internal and external correspondence and memos to businesses, vendors, officials, local and state office; agencies, and other university's departments; prepares purchase requisitions for supplies; coordinates and secure all travel arrangements for the Director and all designated others including transportation, meals and lodging in accordance with established policies. Responsible for creating and implementing a safety training program and maintaining records. Coordinates and provides employee safety training including but not limited to Hazard Communication, Asbestos Awareness, and Bloodborne Pathogens. Coordinates and provides other OSHA required training for maintenance employees as needed. Provides safety planning to Director and VPBA. Acts as Defensive Driving Instructor responsible for coordinating and providing defensive driving training for WNMU employees as needed, working in conjunction with Campus Police. Supervises tasks of the Maintenance support personnel in the carrying out of the following tasks when needed: preparing and distributing a variety of materials (i.e. work orders, scheduling meetings and appointments; scheduling and preparing all travel arrangements including transportation, lodging, meals; forwarding travel requisitions and expense reimbursement requests through the proper channels for approvals; screening telephone calls, incoming mail, and visitors; organizing and maintaining department files and records; formatting and compiling materials for special department projects; initiating correspondence in response to inquiries within scope of delegated authority; preparing for signature a variety of memos, letters, and documents; answering questions and providing information about the department's activities, functions, and programs to facilitate resolution of concerns, issues, and problems; and prepares work orders upon notification via phone or electronically. Maintains confidential employee and department files and records. Participates in a variety of department operational and budgetary meetings; maintains and assists in the preparation of materials for annual budgetary and operational planning; compiles, prepares, and maintains department budget records and files; identifies and requests budget line transfers for support of actual expenditures; reviews and monitors department operational budget; recommends fund transfers between expense lines. Provides supporting documentation and research of specific issues, concerns, and problems to ensure availability of thorough and accurate materials for decision making and compliance with all policies, procedures, and regulations; performs research of specific department information in support of special projects; and performs other duties as assigned by management.

**MINIMUM EDUCATION AND EXPERIENCE:** High School Diploma or GED equivalent with four (4) to five (5) years full time experience office management including some safety training and supervisory experience. Associates degree in Business, Organizational Management, Education, or closely related field may substitute for two (2) years of experience.

**PREFERRED EDUCATION AND EXPERIENCE:** Bachelor's degree in Business, Training, Safety/Health Management, Organizational Management or closely related field will be given full consideration in lieu of three (3) years full time work experience. Experience in business management or higher education. Proficiency in Spanish and experience with diverse groups. Experience with Excel, Word, and Banner SCT.

**SALARY: \$28,067 Annually**

**Review of applications will begin on Tuesday, October 18, 2011 and continues until filled.**

**TO APPLY:** Submit a WNMU application, a letter of intent, resume, a copy of High School Diploma or GED equivalent or a copy of official transcripts (originals required upon hire), and five references with names, addresses, email addresses, and telephone numbers to: Western New Mexico University, Human Resources Department, 1000 W. College Ave./P.O. Box 680, Silver City, NM 88062. *(The Human Resources Office is located In the Juan Chacon Building, room 105. Entrance is through the downstairs doors only due to the current construction upstairs and the building is directly behind the School of Nursing building).* **The WNMU application can be found online at:** <http://www.wnmu.edu/jobs/employmentapp.shtml>.

Western New Mexico University serves a diverse multicultural population of nearly 3,000 students including non-traditional students. Exemplary teaching, quality programs, commitment to diversity, and enhanced regional service characterize WNMU's mission. All qualified applicants will receive consideration without regard to race, color, religion, gender, age, handicap, or national origin. **WNMU is an affirmative action/equal employment opportunity employer.**