



JOB DESCRIPTION:	Equipment Operator		
DEPARTMENT:	Facilities & Maintenance		
REPORT TO:	Manager of Facilities and Maintenance		
EEO CLASSIFICATION:	Craft Workers	FLSA STATUS:	Non-Exempt
CUPA HR	#814000	DATE APPROVED:	28-MAR-2025
CLASSIFICATION:		DATE MODIFIED:	11-JUN-2025

SUMMARY: Maintains and operates specialized mid and heavy facility maintenance equipment.

DUTIES:

1. Responsible for performing numerous special projects which include but are not limited to assembly work, concrete work, sheetrock work, awning repairs, stucco work, minor electrical repairs, and other general maintenance as assigned.
2. Responsible for operating a Back Hoe to repair and maintain water and sewer lines.
3. Responsible for operating a Bob Cat utilizing all components when needed such as: Post Hole digger, scraper, Rock Hammer, Dirt Bucket, Fork Lift, and Trencher to make various repairs on campus.
4. Responsible for operating the Dump Truck to transport different materials to and from various locations on campus and to the land fill occasionally.
5. Performs monthly inspection of the University's fire extinguishers and emergency lighting throughout the campus.
6. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High School Diploma or GED equivalent with two years working experience in operating heavy equipment and general maintenance repair or completion of a vocational/trade school course or program in operating heavy equipment, general maintenance, or closely related area may substitute for two year required experience. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of the principles and methods for the operation, maintenance, repair of heavy equipment, and general maintenance. Knowledge of the methods and techniques for performing basic carpentry, plumbing, and electrical work necessary to install, maintain, and repair general maintenance on campus. Knowledge of all applicable state, federal, and local codes and statutes. Knowledge of the proper and safe use of all tools, equipment, and machines. Skill in troubleshooting problems in operating heavy equipment and general maintenance on campus. Skill in installing, maintaining, and repairing heavy equipment and other general maintenance on campus. Skill in establishing and maintaining effective working relationships with students, faculty, university staff, and outside vendors/suppliers. Skill in working in an environment subject to changing priorities, exposure to occupational hazards and materials. Skill in reading and interpreting plans, blue prints, and schematics for University's buildings and structures. Skill in understanding and following complex written and oral instructions and directions.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): This position is part of a collective bargaining unit upon completion of the 90-day trial period. This is an essential services position. The incumbent is required to respond after hours during emergencies and report

to work for regular assigned shift during emergency campus closures. Multiple outside grounds environment. Travel within the community and other WNMU sites. May be required to lift equipment and materials on a constant basis. Must be able to stoop, bend, squat, sit on floor and ambulate over uneven floor surfaces including stairs and steps in construction sites. Must be able to visually and auditory assess situations to insure safety. Must be able to climb ladder and work in restricted work spaces. Must be able to follow all safety protocols. This position requires mostly work outside during all seasons. Work involves exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. May be required to work additional hours or days depending on circumstances.

4. Other requirements:

- a. Requires a valid driver's license.
- b. Required to complete Defensive Driving Course within 2 months of hire date.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)