

NEW MEXICO HIGHLANDS UNIVERSITY – LUNA COMMUNITY COLLEGE

ARMAS/USDA – FRRRE/ACE

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INTERNSHIP JOB ANNOUNCEMENT

Posting Date: August 1, 2010
Position: Spring 2010 Surveying & Mapping Technician-B;
Job Code: E3031B
Advertisement #: D4-020-204
Tool #: 805-44-94-00-00-10
Department: New Mexico Department of Transportation, Las Vegas, NM
Reports To: John D. Hernandez
Job Type: 1 Student Internship (Freshman or higher)
Rate: \$12/hr
Fall 2010: 15hrs/week

Job Recruitment START DATE:	Spring 2010	Advertisement Number:	D4-020-2004
Job Recruitment END DATE:	Summer 2010	TOOL Number (15-digits):	805-44-94-00-00-10
Position Status:	Intern	Job Code:	E3031B
Type of Recruitment:	State Personnel Office	PN (for Human Resource Office use only):	20026

Classification/TOG:	Surveying & Mapping Technician-B		
Classification/MC:			
Bureau or District:	District Four Technical Support Section	Role:	Basic
Geographic Location:	Las Vegas		
Immediate Supervisor:	John D. Hernandez	Is a pre-employment physical exam required for this position?	Yes
Pay Band/Oppportunity	45	Is drug testing required for this position?	No
Minimum & Maximum:	\$12/hr	Is drivers record verification required for this position?	Yes

Purpose of this Position: Performs Location and Right-a-Way surveys for proposed Highway Construction, existing Right-a-Way and proposed new Right-a-Way acquisitions using the Global Positioning System (GPS0, electronic total stations and other equipment.

Job Related Qualification Standards (JRQS)

Education: High School Diploma or General Equivalency Diploma (GED).
Experience: 1-year experience in engineering, physical science, mathematics, surveying and/or highway design. (College education in surveying may substitute for experience on a month for month basis)
Agency Preference: Experience using Microsoft Word and Excel preferred as well as AutoCAD.
Statutory Requirements: N/A
Special Conditions of Employment: A valid New Mexico driver's license. Pass a pre-employment physical exam. Driver's license verification and reference check required. This position is covered by a collective bargaining agreement and will be required to pay either union dues or a fair share

fee to the union.

Working Conditions:

Works is performed in the office and the field. Extensive Video Terminal use. Frequent travel, inclement weather, traffic, construction equipment, heights, confined spaces, hazardous chemicals. Stress to meet deadlines.

Agy Info: Submit an additional copy of Resume or One Page Application and Job interest form to NMDOT District 4 at P.O. Box 10, Las Vegas, NM 87701, ATTENTION: Human Resource Office prior to closing date.

PHYSICAL DEMANDS

1. Ability to wear required personal protective equipment
2. Ability to work extended hours.
3. Extended periods of driving, and sitting.
4. Ability to lift up to 50 lbs.
5. Walk, stand and bend for extended periods of time and work in rough terrain.
6. Good eye, hand, and feet coordination.

WORK ENVIRONMENT

1. Exposure to an outdoor environment.
2. Frequent overnight travel and/or change in district-wide work locations.
3. Exposure to a noisy environment and to heavy traffic under traffic control conditions.
4. Exposure to heights, confined spaces, hazardous chemicals, dust, pollen toxic substances, fumes and construction equipment.

ESSENTIAL FUNCTIONS

1. Ability to operate survey equipment.
2. Ability to communicate effectively.
3. Ability to read and interpret plans.
4. Ability to follow oral/or written instructions.
5. Ability to keep records and files;
6. Ability to operate a personal computer.
7. Ability to operate a programmable calculator;
8. Ability to accept management and work with others.
9. Ability to establish and maintain cooperative working relationships.

If an applicant is in need of accommodation with respect to the application process, physical demands, work environment or essential functions, one may be provided.

HOW/WHERE TO APPLY:

Go online to www.armasineducation.com or pick up application package at ARMAS (Engineering Bldg #106) with Monique Esquibel or with Mabel Suárez.

Contact Information:

Dr. Edward Martinez
Dr. Jennifer Lindline
Co-Directors, USDA Grant
NMHU, Ivan Hilton Science Bldg
Las Vegas, NM 87701
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or

Mabel Suárez, Internship Coordinator
Monique Esquibel, Center Office Specialist
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