

State of New Mexico- Public School Facilities Authority
Position: Student Intern (Maintenance Division)

Job Purpose:

Incumbent will provide data analysis support to the PSFA Maintenance Division in the areas of school facility maintenance and energy management. Incumbent will be required to review district reports and data and use the web-based New Mexico Facility Information Management System (FIMS). Incumbent should be proficient with MS Office and use of the Internet, and will receive training on FIMS and related ongoing school maintenance and energy programs. Incumbent will also be expected to assist in the preparation of reports; contracts; letters; meeting agendas and presentations; and similar documents to promote effective resource management and long-term building sustainability.

This is an excellent opportunity for an electrical or mechanical engineering student to acquire practical experience in facility operations. Other engineering or related disciplines will be considered.

Knowledge, Skills, and Abilities Required:

- Ability to communicate effectively, both orally and in writing.
- Word processing and/or data entry skills, Microsoft experience preferred.
- Records maintenance skills.
- Ability to understand and follow specific instructions and procedures.
- Skill in the use of operating basic office equipment.

Minimum Education and Experience:

High school diploma or GED plus 1-2 years' academic studies (20-24 credits) in the field of electrical or mechanical engineering, construction or facilities management. Experience or education may be substituted for one another at the discretion of the director.

Licenses/Certifications Required: N/A

Supplemental Information:

Other Requirements: State travel is rarely required. Must possess and maintain a valid New Mexico driver's license.

Job Type: Part-Time, we can provide a flexible schedule

Closing Date: TBD

Base of Operations: Albuquerque, NM

Salary: \$12.00/hour

Public School Facilities Authority is a state agency that offers Student Interns an opportunity to gain practical experience. Send resume to: HR at PSFA, 1312 Basehart Rd. SE, Suite #200, Albuquerque, NM 87106-4365 or e-mail to HR@nmpsfa.org Website: www.nmpsfa.org