

Facilities Maintenance Essential Personnel

The goal of the group is to assure that the facilities are safe, functioning and prepared to support the educational environment in support of New Mexico State University's mission. This presents itself in many situations throughout the year, as the emergencies and weather events present challenges from the normal routines. As the group in charge to assure that the facilities are shut down as required, and assure that the facilities are operational when needed, we are called upon to start our work day or continue duty when non-essential personnel are released from duty.

The nature of the emergency will dictate the staffing required supporting the need. The Director, Facilities Maintenance, in conjunction with the Shop Supervisors, will determine the appropriate staffing levels to assure that the goals are met. In terms of utility and distribution failures, there will be a need to retain or call-in additional personnel that are not directly listed as essential personnel in the appropriate shops. If other shops have the technical ability to assist in the emergency, the personnel from these shops may be called upon to stay on duty or report to duty, depending on the circumstance.

Shop support:

- Electric Shop- Assure that power is available to all facilities, elevators are operational, and the alarms (Fire, security, etc.) are functional. When required, the shop will be available to perform emergency shut-downs and lock-outs. Shop will be available to perform repairs as needed, otherwise mitigate the damage until the proper repairs can be performed.
 - Essential Personnel
 - Supervisor- Michael Luchau
 - Master Electrician- Pedro Felix*
 - Master Electrician- (Currently Vacant)*
 - On-call Technician- Varies by week (Refer to F&S On-call List)
 - On-call Alarm Technician- Varies by week (Refer to F&S On-call List)
 - *Denotes that the employee is only on Restricted on-call when they are on the F&S On-call List
- Mechanical Shop- Assure that Water and Gas are available to all facilities, sewer system is operational, and the Heating, Cooling, Ventilation systems are functional. When required, the shop will be available to perform emergency shut-downs and lock-outs. Shop will be available to perform repairs as needed, otherwise mitigate the damage until the proper repairs can be performed.
 - Essential Personnel
 - Supervisor- Fernando Ortega
 - HVAC, Lead- Sabino Ramirez*
 - HVAC, Lead- William Martinez*
 - Plumber, Lead- Alex Montoya*
 - Plumber, Lead- Michael Munoz*
 - HVAC, On-call Technician- Varies by week (Refer to F&S On-call List)

- Plumber, On-call Technician- Varies by week (Refer to F&S On-call List)
 - *Denotes that the employee is only on Restricted on-call when they are on the F&S On-call List
- Structural Maintenance Shop- Assure that the NMSU University roads are clear and safe for travel. When required, the shop will be available to assist to perform emergency functions. Shop will be available to perform repairs as needed, otherwise mitigate the damage until the proper repairs can be performed.
 - Essential Personnel
 - Supervisor- Isaac Paz
 - Structural Maint., Lead- Michael Herrera*
 - Structural Maint., Lead- Robert Sedillo*
 - Structural Maint., Lead- Cleto Valles*
 - Structural Maint., Lead- Anthony Duran*
 - Structural Maint., Lead- Rey Ramirez*
 - Facilities Techs- Volunteers as needed
 - *Denotes that the employee is only on Restricted on-call when they are on the F&S On-call List
- Access Control Shop- Assure that the NMSU University buildings are secure and assist if there are areas that need to be accessed. They are available to program the Blackboard system to close and open buildings under the system. Shop will be available to perform repairs as needed, otherwise mitigate the damage until the proper repairs can be performed.
 - Essential Personnel
 - Supervisor- Jerry Jersvig
 - Locksmith, Lead- Ray Holguin*
 - On-call Technician- Varies by week (Refer to F&S On-call List)
 - *Denotes that the employee is only on Restricted on-call when they are on the F&S On-call List
- Facilities Maintenance Shop- The main function of this shop is to perform scheduled facilities maintenance, with a focus on the greenhouses, which are vital to the research that the University performs. They will be available to assure that the greenhouses are functional and assist other shops if required. Shop will be available to perform repairs as needed, otherwise mitigate the damage until the proper repairs can be performed.
 - Essential Personnel
 - Supervisor- Anthony Gonzales
 - Structural Maint., Lead- Gary Martinez*
 - Facilities Techs and other licensed employees- Volunteers as needed
 - *Denotes that the employee is not on Restricted on-call
- Paint/ Moving Services Shop- The shop will be available to perform moving services if required. Paint personnel may be called upon to assist this function as needed.
 - Essential Personnel
 - Supervisor- Rocky Puentes

- Moving, Lead- (Vacant)*
- Mover- Charley Romero*
- Mover- Ricky Munoz*
- Mover- Tomas Aragon*
- Other Employees- Volunteers as needed
- *Denotes that the employee is not on Restricted on-call