



## **Arkansas Game and Fish Commission Employment Job Posting**

**PART-TIME MAINTENANCE TECHNICIAN - AGFC MAINTENANCE TECHNICIAN**

**POSITION NO: 22079780**

### **POSTING INFORMATION:**

Advertisement Opens: Jan. 31, 2020

Advertisement Closes: Feb. 28, 2020

Full Time: Yes

Salary: \$19.19 - \$19.19 Hourly

### **POSTING REQUIREMENTS:**

#### Minimum Education and/or Experience:

The formal education equivalent of a high school diploma; plus two years of vocational technical training in maintenance; plus two years of experience in general maintenance, including one year in a leadership capacity. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.

#### Preferred Education and/or Experience:

NONE

#### Knowledge, Abilities, and Skills:

Knowledge of mechanical, electrical, and structural requirements used in the construction and maintenance of buildings and grounds. Knowledge of state government procurement practices. Ability to plan, assign, and coordinate work activities, and monitor the performance of co-workers and/or subordinates. Ability to determine repair/maintenance requirements, perform manual labor, and operate and maintain the necessary tools and equipment. Ability to prepare reports and maintain records. Ability to maintain inventory and purchase supplies. Ability to train others in the use of tools and equipment in order to maintain facilities.

#### Preferred Knowledge, Abilities, and Skills:

Ability to perform building and grounds maintenance. Basic electrical, plumbing and carpentry skills. Knowledge of HVAC systems, sprinkler systems, and basic landscape maintenance. Computer skills preferred including sending and receiving email attachments, and Microsoft Word. Ability to write and assemble a complete maintenance manual for facility. Ability to do some public speaking.

### **POSTING DETAILS:**

Position Location:

City: Pine Bluff, Arkansas

Office: Governor Mike Huckabee Delta Rivers Nature Center, Pine Bluff, Arkansas

Division: Education

Job Summary:

The Maintenance Technician is responsible for overseeing and participating in the maintenance and operation of facilities and equipment. This position is governed by state and federal laws and agency policy.

Typical Functions:

Develops preventative maintenance schedules for facilities and equipment and participates in overall planning by providing information and advice concerning equipment status, maintenance replacement, or purchasing needs. Performs skilled and semi-skilled tasks, including building wooden structures, replacing faulty plumbing fixtures, repairing broken pipes, replacing electrical fixtures and receptacles, welding broken parts, rebuilding small motors, overhauling carburetors, tuning up vehicles, operating power tools, pouring and finishing concrete, and servicing refrigeration units. Reports maintenance and repairs needed in maintaining facilities. Prepares employees work schedules, trains new employees, and recommends disciplinary actions, as needed. Maintains records and prepares reports including vehicle utilization, equipment history, and materials purchased. May operate a waste water treatment facility by monitoring equipment to ensure proper operation, making repairs, taking samples, and completing reports. Performs other duties as assigned.

Specific Duties and Responsibilities:

The selected individual will be responsible for planning and participating in the maintenance and daily operation of the nature center. General job duties will include: operation and maintenance of the facilities, preventive maintenance, grounds upkeep, equipment use and care, including vehicles, tractors, boats, and UTVs, managing tools and supply inventory, and assisting with on-site and off-site special events. Other duties will include assisting with the care of indoor exhibits and aquariums, assisting with nature center programs and events, light janitorial services as needed, gift shop/cash register operation and answering the phone as needed, and other duties as assigned. The employee will work on some weekends and evening events. This employee must also be willing to participate in a variety of in-service training classes/workshops. This job requires the ability to lift at least 50 pounds, walk and bend over, climb ladders and use elevated lifts. Be able to work outside in a wide range of weather conditions.

Certificates, Licenses, or Registrations:

Special Job Dimensions:

Other Specific Information:

All applicants subjected to a criminal background check.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.