



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

**PART-TIME MAINTENANCE ASSISTANT - MAINTENANCE ASSISTANT**

**POSITION NO: 22095766**

### **POSTING INFORMATION:**

Advertisement Opens: April 28, 2021

Advertisement Closes: July 16, 2021

Full Time: Yes

Salary: \$11.00 - \$11.00 Hourly

### **POSTING REQUIREMENTS:**

#### Minimum Education and/or Experience:

Completion of sufficient education or training to read and write; plus two years of experience/on-the-job training in grounds keeping activities and/or the maintenance of lawn-care equipment.

**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:

Experience with basic outdoor tools such as weed eaters, blowers, rakes, shovels, and mulching forks. Knowledge of native wildlife and native plants. Skilled in outdoor related activities such as hunting, fishing, hiking, canoeing, etc. Ability to present educational and recreational programs to audiences ranging from youth to adults. Excellent verbal and written communications skills. General knowledge of the Arkansas Game and Fish Commission and agency program and projects. General knowledge and skills relating to tools used for projects in outdoor gardens and flower beds. The ability to lift 50 pounds, and work in inclement weather.

#### Knowledge, Abilities, and Skills:

Knowledge of methods and practices in skilled and unskilled trades.

Ability to operate and perform routine maintenance on various types of grounds keeping tools and equipment.

Ability to receive, assign, and coordinate work activities.

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

NONE

### **POSTING DETAILS:**

Position Location:

City: Jonesboro, Arkansas

Office: Forrest L. Wood Crowleyâ€™s Ridge Nature Center

Division: Education

Job Summary:

The Maintenance Assistant is responsible for grounds maintenance and general labor activities. This position is governed by state and federal laws and institution policy.

Typical Functions:

Performs grounds maintenance by mowing, edging, weeding, and trimming lawns and bushes, planting trees, and sodding yards. Collects and removes trash from lawn.

Operates light to medium lawn equipment.

Assists with work orders for special events and exhibits.

Inspects tools and equipment. Performs minor equipment and vehicle repairs.

Maintains equipment by oiling, greasing, sharpening blades, and performing other minor repairs and services vehicles which includes: filling with gas, changing oil, tune-ups, and washing.

Assists with minor electrical repairs, remodeling of buildings, and performs minor carpentry duties such as hanging ceilings, replacing walls, and other carpentry duties.

Performs other duties as assigned.

Specific Duties and Responsibilities:

Assist with maintaining the native plant garden and various other flower beds around the facility. Assist with maintaining the watchable wildlife areas through mulching, caring for plants, working on water features, and filling feeders. Assist with maintaining the hiking trails through blowing the paths, limbing trees, and picking up trash. Assist with maintaining the hiking trails through weed eating, mowing, and litter pickup. Assist with education animal care through cleaning filters, changing water, cleaning glass, and changing habitat substrate. Assist visitors who visit the nature center. Work at the front information desk answering telephones and operating the cash register in the gift shop. Assist full-time staff with projects and special events. Other duties as assigned.

This employee must have the ability to work weekends, and some holidays. This employee will also occasionally work after regular working hours during the week.

Certificates, Licenses, or Registrations:

NONE

Special Job Dimensions:

Operating, lifting and carrying a variety of lawn equipment, lifting and carrying cumbersome items, and working in varied weather conditions is required.

Other Specific Information:

All applicants are subject to a criminal background check.

Applications must include complete work history and references.

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