



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

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

**POSITION NO: 22077961**

### **POSTING INFORMATION:**

Advertisement Opens: Sept. 7, 2021

Advertisement Closes: Sept. 21, 2021

Full Time: No

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:

NONE

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:

Knowledge of methods and practices in skilled and unskilled trades. Ability to operate and perform routine maintenance on various types of groundskeeping tools and equipment. Ability to receive, assign, and coordinate work activities.

### **POSTING DETAILS:**

Position Location:

City: Corning, Arkansas

Office: William H. Donham State Fish Hatchery

Division: Fisheries

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:

The selected individual will be responsible for assisting in planning and participation in the operations of a warmwater fish hatchery. Duties will include general upkeep of hatchery grounds; operate mowing equipment; assist the hatchery crew in general maintenance; operate trucks and tractors; assist in harvest operations; perform public relation activities; operate and generate reports on computer-based programs; and other duties as deemed necessary. Job requires heavy physical demands; working in inclement weather and travels for short periods away from the duty station. The selected individual will be required to live within a 30 mile radius of Corning.

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. Applicants must have a valid driver's license.

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