



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

**AGFC MAINTENANCE TECHNICIAN - MAINTENANCE TECHNICIAN**

**POSITION NO: 22124701**

### **POSTING INFORMATION:**

Advertisement Opens: Dec. 16, 2021

Advertisement Closes: April 8, 2022

Full Time: Yes

Salary: \$29,046.00 - \$29,046.00 Annually

### **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:

#### 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:

The ability to perform building and grounds maintenance. Have experience with basic electrical, plumbing, and carpentry skills. Knowledge of HVAC systems, lawn sprinkler systems, and basic landscape maintenance procedures. Computer skills preferred including experience with Microsoft Software, and sending and receiving email attachments. Ability to assemble and maintain a complete maintenance manual for the facility and grounds. Ability to do some public speaking.

### **POSTING DETAILS:**

Position Location:

City: Jonesboro

Office: Crowley's Ridge Nature Center

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 the day to day maintenance activities of the nature center facility, and the facility grounds. This includes completing and coordinating all routine maintenance activities, and overseeing maintenance projects that are being accomplished with volunteers or private contractors. General job duties will include: operation and maintenance of the nature center facility and all other structures located on the nature center grounds, trail maintenance, equipment use and care, managing tools and supply inventory, light janitorial activities and coordinating janitorial services, maintaining janitorial supplies, exhibit repair and maintenance, maintaining native plant gardens and all landscaped areas, assisting volunteers who are working in the gardens, and soliciting bids for maintenance services. Other duties include assisting with onsite and offsite classes, special events and agency programs, as well as gift shop and front desk operations. Performs other duties as assigned.

Certificates, Licenses, or Registrations:

Must possess a valid driver's license.

Special Job Dimensions:

This position has the designation of a safety-sensitive position. Applicants being considered for this position are subject to pre-employment drug and alcohol testing. Refusal to submit to testing will result in disqualification of further employment consideration. If offered a position, employees in this position will be subject to periodic drug and alcohol testing.

Other Specific Information:

Applications will be accepted until position is filled.

All applicants are subject to a criminal background check.

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