



Arkansas Game and Fish Commission Employment Job Posting

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

POSITION NO: 22077981

POSTING INFORMATION:

Advertisement Opens: Feb. 5, 2024

Advertisement Closes: Feb. 23, 2024

Full Time: No

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:

- Experience with basic outdoor tools such as: weed eaters, blowers, rakes, shovels, and mulching forks
- Experience with Microsoft and Google products (i.e., Microsoft Word and Gmail)

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:

- Knowledge of native wildlife and native plants
- Skilled in outdoor related activities such as hunting, fishing, hiking, canoeing, etc.
- Excellent verbal and written communication skills
- General knowledge of the Arkansas Game & Fish Commission and its agency programs 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

POSTING DETAILS:

Position Location:

City: Jonesboro

Office: Forrest L. Wood 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:

- Maintenance of the Jonesboro Nature Center, shop, and various outer buildings
- Maintenance of native plant gardens and various other flower beds around the facility
- Maintenance of watchable wildlife areas and water features
- Maintenance of the facility grounds, trails, and public use areas
- Maintenance of equipment, such as: mowers, UTV's, tractors, and small power tools
- Documentation of maintenance duties and updating the facility manager/staff on issues and projects
- Assist other staff with maintenance issues on animal enclosures and educational exhibits

Certificates, Licenses, or Registrations:

Special Job Dimensions:

Other Specific Information:

This employee must have the ability to work weekends and some holidays, as well as after regular working hours during the week, on occasion.

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