



Arkansas Game and Fish Commission Employment Job Posting

AGFC MAINTENANCE TECHNICIAN - **AGFC MAINTENANCE TECHNICIAN**

POSITION NO: 22096333

POSTING INFORMATION:

Advertisement Opens: Aug. 22, 2024

Advertisement Closes: Sept. 11, 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:

- Some experience in one or more of the skilled trades: Carpentry, HVAC, Plumbing, Electrical, or Painting.
- Must have a valid driving license.
- Must pass a background check.

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:

- Some knowledge of the methods, practices, and safety precautions in one or more of the skilled trades: carpentry, HVAC, plumbing, electrical, or painting
- Some knowledge of the materials and tools used in one or more skilled trades
- Ability to understand verbal and written instructions
- Ability to maintain inventory and tools for one or more of the skilled trades

POSTING DETAILS:

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Operations

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:

- Primary duty will be to support the Central Regional Maintenance Coordinator
- Must be able to climb a ladder
- Must be able to pick up and move 50 pounds
- Ability to do general carpentry, i.e., hanging pictures, whiteboards, etc.
- Ability to do general painting or basic drywall repair
- General maintenance duties to include: changing HVAC filters, changing light bulbs, removing storm damage, light trail maintenance (at HQ), installing ceiling tiles, and assisting in light custodial duties (if needed).
- Periodic travel within the Central Region to assist the Maintenance Coordinator may be required.

Certificates, Licenses, or Registrations:

Special Job Dimensions:

Other Specific Information:

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