



Arkansas Game and Fish Commission Employment Job Posting

AGFC Maintenance Coordinator - **AGFC Maintenance Coordinator**

POSITION NO: 22077955

POSTING INFORMATION:

Advertisement Opens: Nov. 21, 2024

Advertisement Closes: Dec. 6, 2024

Full Time: Yes

Salary: \$49,526.00 - \$71,432.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education is equivalent to a high school diploma; plus six years of experience in facilities maintenance and repair, or a related area. *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:

The formal education equivalent of a bachelor's degree in construction management, personnel management, or a related field; plus, five years of experience in managing large construction or maintenance projects, or as a facility maintenance manager in a supervisory role.

OR

An associate's degree in facility maintenance management will also be considered for the right candidate with considerable field experience. A person without a degree but with extensive field experience will be considered.

Preferred Experience:

1. Demonstrated ability to manage cross-functional teams, solve complex problems, and lead within a decentralized environment. This person will seek input, collect information, and develop rapport with staff they do not directly supervise.
2. Experience in project development from the ground up (conception to final inspection) - with proven knowledge of permitting, managing contracts, and long-term planning
3. Experience in creating and presenting written and verbal reports
4. Experience managing building and trade contractors

Knowledge, Abilities, and Skills:

- Knowledge of building and equipment maintenance requirements and procedures
- Knowledge of building repair, maintenance, materials, and costs
- Ability to estimate costs, materials, manpower, time, and equipment required in the repair and maintenance of buildings
- Ability to conduct on-site inspections of facilities to determine compliance with specifications
- Ability to plan maintenance programs and prepare work order schedules
- Ability to maintain records and files.

Preferred Knowledge, Abilities, and Skills:

- Knowledge of supervisory practices and procedures.
- Knowledge of principles and processes for providing customer and personal services.
- Extensive knowledge in the use of facility maintenance best practices and procedures.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of principles and methods for showing, promoting, and selling products or services.
- Ability to manage one's own time and the time of others.
- Ability to apply general rules to specific problems to produce answers.
- Knowledge of the principles and practices of organizational management and public administration
- Knowledge of the principles and practices of budget administration with the ability to review and analyze financial data
- Ability to communicate with vendors and staff
- Ability to organize and present clear and concise oral and written reports of findings and recommendations
- Ability to establish and maintain solid working relationships with others
- Ability to adapt to and incorporate changes in evolving fields.

POSTING DETAILS:

Position Location:

City: Jonesboro

Office: Northeast Maintenance Region

Division: Operations

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Maintenance Coordinator is responsible for coordinating, scheduling, and reporting activities associated with completing maintenance work orders. This position is governed by state and federal laws and agency policy.

Typical Functions:

- Develops and maintains preventative maintenance programs based on the life cycle of each building unit
- Inspects buildings needing repairs to assess problems and to determine status, materials, and man-hour requirements
- Determines whether repairs should be made in-house or contracted out based on the estimated size and duration of the project
- Estimates repair, replacement, or renovation costs, confers with purchasing agent and others on fund availability and advises agency management on project priorities
- Writes specifications or coordinates the writing of specifications for equipment and materials needed for maintenance and repair projects
- Advises consulting engineers and architects on the nature, history, and specifications for major repair projects
- Verifies the quality of workmanship and conformance to specifications of contracted installations and repairs by performing periodic inspections
- Performs other duties as assigned

Specific Duties and Responsibilities:

The Arkansas Game & Fish Commission (AGFC) is seeking to hire an organized, conservation-focused, fun, and energetic leader to oversee the facility maintenance within the Northeast Maintenance region and assist with agency capital infrastructure projects as directed.

The duty station for this employee will be centrally located within the Northeast Maintenance region. Ideally, it will be the Jonesboro Field Office in Craighead County.

The northeast Arkansas Maintenance Coordinator will lead facility maintenance, and capital infrastructure projects as directed, for all agency-owned facilities in the East/Northeast region of Arkansas. The base of operation for this employee will be central to the region.

The Maintenance Coordinator must be an energetic leader who can simplify and break down complex, maintenance projects into easily digestible operational plans, utilizing staff to bring these projects to life. The job requires experience in project management, maintenance planning, budgeting, and oversight. The ideal person for this position has expertise in: building construction and maintenance, mechanical & electrical systems maintenance, boiler maintenance, chiller maintenance, and alarm systems operations maintenance.

The job requires the ability to shift between projects quickly, as each day will present different challenges and circumstances. The ideal candidate will set a positive tone for staff and foster a “can-do” attitude throughout the ranks. Strong communication and interpersonal skills are vital for this person to be successful.

The broad strategic goals for the Maintenance Coordinator include:

- Manage a smooth operational environment to ensure facility maintenance goals are met
- Support other divisions, always searching for efficiencies that will save money and streamline agency work
- Special emphasis will be placed on the Maintenance Coordinator to ensure maintenance projects are prioritized and managed effectively. This is mission-critical to make sure contractors are completing projects and the AGFC’s project oversight is strong.
- The Maintenance Coordinator should ideally possess the following professional and personal attributes: a heart for conservation and the outdoors; superb organizational skills - including the ability to track large and small, multi-facilitated projects concurrently; demonstrated ability to communicate well with professional staff; ability to listen and learn from others very best ideas; demonstrate curiosity, approachability, and openness to input from everyone - including outside partners.
- Possess a strong work ethic and willingness to sacrifice for the team
- Willingness to occasionally work off hours, problem-solve on weekends and fill in the gaps for others on the team
- Ability to inspire trust in cross-functional teams
- Ability to think strategically

Certificates, Licenses, or Registrations:

Special Job Dimensions:

Other Specific Information:

- The ideal candidate will also possess a strong interest and passion for the outdoors
- Occasional overnight (in-state) travel will be required including time spent in the field conducting on-site construction management or facility maintenance
- Experience with project management, large and small-scale maintenance projects, budgetary and fiscal processes, and partner building is a must
- Multilingual and multi-cultural or cross-cultural experience is appreciated.
- Must possess a valid Arkansas driver's license
- Must pass a background check
- Must be able to climb a ladder
- Must be able to lift 30 pounds

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