



Arkansas Game and Fish Commission Employment Job Posting

AGFC MAINTENANCE TECHNICIAN - **AGFC MAINTENANCE TECHNICIAN**

POSITION NO: 22096342

POSTING INFORMATION:

Advertisement Opens: Jan. 29, 2025

Advertisement Closes: Feb. 14, 2025

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, and shovels
- Ability to back a trailer
- Basic shotgun knowledge
- Basic archery knowledge

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:

- Skilled in outdoor-related activities such as hunting, fishing, hiking, canoeing, etc.
- Ability to present educational and recreational programs to audiences ranging from youth to adults
- Excellent verbal and written communication skills
- General knowledge of the AGFC, its programs and projects
- Ability to lift 50 pounds
- Willingness to work outdoors (year-round)
- Team player or can work alone
- Ability to work in inclement weather

POSTING DETAILS:

Position Location:

City: Casscoe

Office: Potlatch Cook's Lake 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:

- Assist with maintaining the grounds such as mowing, weed eating, and flower beds
- Assist with maintaining watchable wildlife areas through mulching, caring for plants, watering and filling feeders
- Assist with maintaining hiking trails by blowing the paths, trimming trees, and picking up trash
- Assist with education animal care through cleaning tanks and feeding
- Assist visitors at the center
- Assist full-time staff with projects and programs
- Assist staff in preparing for classes; washing and loading kayaks/canoes; prepping fishing poles; prepping classroom and/or lodge for programs and overnight stays
- Other duties as assigned

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.