



Position Announcement (2 Positions)

Position: **Maintenance Assistant (Grade C108)**

Position is a full-time, twelve-month position and reports to the Director, Physical Plant and Grounds.

Job Description:

- Maintains and makes minor repairs to HVAC equipment, electrical systems, devices and appliances including replacing thermostats, switches, timers, motors and filters.
- Assists with maintaining buildings by performing minor carpentry and plumbing duties, such as painting, replacing ceiling tiles, unclogging sewers, and other minor repairs as needed including lock repair and replacement.
- Performs minor repairs on vehicles such as tune-ups and repairing flat tires.
- Drives vehicles to pick up and/or deliver parts, equipment, or mail.
- Loads and unloads items such as chairs, tables, risers, pianos, and filing cabinets.
- Moves and rearranges office furniture.
- Maintains grounds by mowing and trimming grass and removing trash from lawn. Performs minor maintenance on lawn equipment.
- Performs minor security duties such as locking buildings and setting alarm systems.
- Performs all other related responsibilities as required or assigned.

Knowledge, Abilities, and Skills:

- Knowledge of the basic safety practices followed in semi-skilled trades work
- Knowledge of basic carpentry, electrical systems, plumbing, painting, and heating and air conditioning
- Knowledge of the operation, maintenance, and safety requirements of motorized vehicles and equipment
- Ability to operate and perform routine maintenance and minor repairs on motorized vehicles and equipment
- Ability to understand relevant detail from oral information and short, written documents
- Ability to perform routine building and grounds maintenance work
- Ability to use, operate, and maintain electrical tools and machinery
- Ability work as part of a team with minimal supervision
- Ability to supervise other employees

Qualifications

Preferred: High school diploma or GED preferred, plus one year of experience in the maintenance and repair of buildings, equipment, and vehicles. HVAC and electrical training or experience a plus.

Minimum: Completion of sufficient education or training to read, and write; plus two years of experience/on-the-job training, performing grounds keeping and/or the maintenance of lawn care equipment. Other job-related education and/or experience may be substituted for all or part of these basic requirements.

Application Procedures:

Interested candidates should submit a completed ANC application form (available online at www.anc.edu/jobs) to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109.** Applicants applying for a position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

Date of Announcement: January 23, 2012

Arkansas Northeastern College is an equal opportunity/affirmative action employer