

# SOUTHERN ARKANSAS UNIVERSITY TECH

## POSITION VACANCY NOTICE

**POSITION TITLE:** Maintenance Assistant

**DATE POSITION AVAILABLE:** February 1, 2012

**APPLICATION DEADLINE:** Applications will be reviewed as received and accepted until the position is filled. Deadline for first consideration is January 25, 2012.

**JOB DESCRIPTION:**

The Maintenance Assistant works under general supervision and is responsible for maintaining grounds, buildings, equipment, and performing general labor. This position is a grade C108 on the state pay plan and is governed by established trade practices and agency/institution policy.

1. Loads and unloads items such as chairs, tables, risers, pianos, and moves and rearranges furniture and equipment for the entire campus.
2. Operates equipment such as tractors, lawn mowers, or weed-eaters to cut grass.
3. Cleans facilities. Strips floors of old wax, rewaxes and buffs. Maintains cleaning equipment.
4. Plants, sprays, prunes, trims, fertilizes, and waters shrubbery and trees as necessary.
5. Picks up trash and broken limbs.
6. Cleans out drainage ditches.
7. Hauls dirt to fill holes.
8. Maintains the buildings by repairing and painting walls.
9. Performs preventive maintenance on a variety of equipment.
10. Performs related responsibilities as required or assigned.

**MINIMUM QUALIFICATIONS:**

1. Completion of HS diploma or equivalent
2. One year of related work experience
4. Must have valid Arkansas Driver's License with good driving record

**ANNUAL SALARY:** \$20,788

**DATE OF NOTICE:** January 11, 2012

**APPLICATION PROCEDURE:** Send a completed SAU Tech application, resume, and official license/transcripts (if applicable) to:

SAU Tech Human Resources Office  
P.O. Box 3499  
Camden, AR 71711  
(870) 574-4481



*Southern Arkansas University Tech is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, gender, age, disability, or veteran status. Applicants from qualified women and ethnic minority group members are strongly encouraged.*