SOUTHERN ARKANSAS UNIVERSITY TECH
Position Vacancy Notice

POSITION AVAILABLE: Maintenance Coordinator

DATE POSITION AVAILABLE: immediately

APPLICATION DEADLINE: Applications will be accepted until position is filled. Deadline for first consideration is July 20, 2016.

JOB DESCRIPTION:
The Maintenance Coordinator is responsible for coordinating, scheduling, and reporting activities associated with completing maintenance work orders. The position works under general supervision. This is a twelve-month position with full benefits and is governed by state and institution policy.

Education, Skills and Abilities:

- Coordinating maintenance work orders and construction requests.
- Estimating and ordering material.
- Preparing designs and plans for small construction and remodeling projects.
- Inspecting building, grounds and equipment for needed repairs or preventive maintenance.
- Providing cost estimates of repair to buildings or equipment.
- Checking work done by physical plant staff and outside contractors to ensure that all electrical, mechanical and safety codes are met.
- Preparing periodic reports on maintenance activities and construction projects.
- Troubleshooting and installing electrical and HVAC systems.
- Calculating loads for electrical and HVAC systems.
- Designing lighting systems.
- Evaluating building systems to increase efficiency and reduce energy consumption.
- Monitoring department procedures to ensure proper operation and accountability.
- Conducting performance evaluations of physical plant employees per guidelines established by the State of Arkansas and SAU Tech.
- Perform related responsibilities as required or assigned.

MINIMUM QUALIFICATIONS:

- The formal education equivalent of a high school diploma; plus six years of experience involving facilities maintenance and repair or a related area.
- Background check required

SALARY: $32,249

DATE OF NOTICE: July 5, 2016

APPLICATION PROCEDURE: Applications are available at: www.sautech.edu

INQUIRIES MAY BE MADE TO: SAU Tech Human Resources Office
(870) 574-4481
humanres@sautech.edu

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. Applications from qualified women and ethnic minority group members are strongly encouraged.