

SOUTHERN ARKANSAS UNIVERSITY TECH

POSITION VACANCY NOTICE

POSITION TITLE: Maintenance Assistant – (2 positions) AR Fire Training Academy

DATE POSITION AVAILABLE: immediately

APPLICATION DEADLINE: Applications will be reviewed as received and accepted until the position is filled.
Deadline for first consideration is January 2, 2018.

JOB DESCRIPTION:

The Maintenance Assistant works under general supervision and is responsible for maintaining grounds, buildings, equipment, and performing general labor.

1. Cleans facilities, including but not limited to entrance areas, restrooms, offices, classrooms, etc.
2. Maintains floors in buildings by stripping, waxing and buffing.
3. Cleans and maintains dorms as needed.
4. Assist with classroom setup and trash disposal.
5. Vacuum all carpeted areas and shampoo carpets as needed.
6. Clean tile floors and empty trash from all areas on a daily basis.
7. Disposal of documents by following procedures.
8. Cleans window seals, dust mini blinds, conference room and reception weekly.
9. Performs related responsibilities as required or assigned.

MINIMUM QUALIFICATIONS:

1. Completion of HS diploma or equivalent
2. One year of related work experience
3. Must be able to work flexible schedule to include evenings and weekends
4. Must have valid Arkansas Driver's License with good driving record
5. Background check required

SALARY: \$20,788 annually

DATE OF NOTICE: December 14, 2017

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