

Maintenance Specialist/Custodial Supervisor

East Arkansas Community College is accepting applications for a full-time Maintenance Specialist/Custodial Supervisor. This position will report to the Director of the Physical Plant and will be responsible for:

Essential Functions:

Provide day-to-day supervision and direction of Custodial Department staff, including scheduling and coordination of staff activities and assignments. Be involved as a positive, “hands-on” team leader in performing custodial and cleaning duties, and managing custodial supplies inventories and equipment. Provide training, supervision, and evaluation for a team of up to 8 employees on variable work schedules. Coordinate custodial functions with other departments and events in College facilities.

Provide assistance with other aspects of College Facilities Maintenance operations, including work and project scheduling and reporting, purchasing and inventory controls, employee time and attendance recordkeeping, shipping and receiving, facility inspection, and training and evaluation of employees.

Education, Knowledge, Experience, and Other Qualifications and Requirements:

High school diploma or equivalent required, plus a minimum of three (3) years of related experience including supervisory experience over a team of at least six employees is required, or the equivalent combination of education and experience. Strong knowledge of modern cleaning methods including methods of cleaning and preserving all types of floors, carpets, furniture, walls and fixtures; operation and maintenance of cleaning equipment and tools, handling of materials and supplies used in custodial work, including safely handling cleaning chemicals and solutions. Strong knowledge of and experience in safely and properly operating heating, ventilation and air conditioning equipment and basic building maintenance. Possess familiarity with time and attendance processes and regulations. Possess physical ability to perform strenuous custodial duties, to operate custodial equipment over continuous periods of time, and to inspect all College facilities regularly to ensure custodial objectives are being met in every area. Be able to lift up to 50 lbs. routinely, and occasionally lift up to 75 lbs. Ability to communicate verbally and in writing in a thorough and professional manner, to provide written and verbal direction to employees, and to interact well with members of the campus community and the public. Basic computer abilities, such as email and basic Internet navigation, are required. Basic experience with MS Office tools (such as Excel and Word) preferred.

Please submit an EACC application, resume, and transcripts to: EACC Personnel Office, 1700 Newcastle Road, Forrest City, AR 72335. Review of applications will begin immediately and continue until the position is filled. EACC IS AN AA/EEO EMPLOYER.