

East Arkansas Community College – Director of Physical Plant

East Arkansas Community College is seeking nominations and applicants for the position of Director of Physical Plant.

WHO WE ARE

East Arkansas Community College is an independent comprehensive community college primarily serving six counties in Eastern Arkansas. The College's main campus is located in Forrest City on Interstate 40, within easy driving distance of Little Rock and Jonesboro, Arkansas, and Memphis, Tennessee, providing residents with the comforts of small-town life combined with easy access to the amenities of larger metropolitan areas. EACC is governed by a nine-member Board of Trustees; day-to-day operations are the responsibility of the President and her administration.

The College embraces change and opportunity and was praised in its 2019 HLC reaffirmation of accreditation as having an "unparalleled commitment to student success." We seek employees who embrace this commitment as well as our "stronger together" campus culture.

The challenges faced by EACC are typical of community colleges in Arkansas, and include serving underrepresented, under-resourced, and underprepared students. Everything we do is done in service of these learners and the causes and issues that are important to them.

EACC provides education and training to the future taxpayers of this state, and as a result, the College is very conscious of how we utilize fiscal resources. Our finances are strong due to our conservative spending practices and our ability to attract and manage funding sources.

If you want to make a difference, guide change, inspire people, and navigate challenges to achieve a greater good, EACC is the place for you.

POSITION DESCRIPTION

Under direction of the President, the Director of Physical Plant will supervise maintenance and custodial services for the College to include the supervision of activities in the preventative, scheduled, and responsive maintenance of all college facilities, utility systems, vehicles and equipment. This may include performing, supervising, or contracting for tasks related to carpentry, electrical, HVAC, construction, plumbing, painting, landscaping, and general custodial and maintenance.

Under the supervision of the President, the Director of the Physical Plant is responsible for:

1. Maintain a professional working environment ensuring that all College policies are followed.
2. Supervise a staff of 10-15 full-time and 4-6 part-time custodial and maintenance workers.

3. Maintain an atmosphere of openness, professionalism, and courtesy with a focus on the needs of students.
4. Supervise custodial services for all buildings.
5. Supervise general maintenance for all buildings and equipment.
6. Supervise maintenance and planning for landscaping and grounds.
7. Lead in the planning for building upkeep and improvement, both short-term and long-range.
8. Meet with and supervise independent contractors working for the College.
9. Locate and recommend contractors to perform services outside the skill set of the College's labor force for jobs such as electrical work, tree removal, HVAC, roofing, etc.
10. Oversee the operation and management of climate and energy control systems.
11. Ensure proper safety practices are followed.
12. Engage in proactive budgeting for the department in a manner that effectively and efficiently uses College resources.

QUALIFICATIONS, SKILLS, AND ABILITIES

- Minimum of five (5) years' experience in a supervisory position related to physical plant operations or in the construction industry.
- An associate's degree, master craftsman training or certification(s), or higher in a related field is preferred.
- OSHA 10 safety training and certification.
- A commitment to responsiveness to others in a timely manner, and to the principles of customer service as they relate to students, faculty, staff, and the community.
- Ability to manage a diverse workforce and contribute to employee satisfaction.
- Note: Other relevant education and experience may be substituted if applicable to the role, scope, and functions of the position.

WHAT WE OFFER

A generous benefits package with 100% health and dental insurance paid for employee. Family coverage and vision insurance offered for an additional premium. Paid life insurance and long term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave. EACC offers a choice of 3 retirement plans: VALIC (employee contribution 6%; EACC contribution 14%); Arkansas Public Employees Retirement (employee contribution 5%; EACC contribution 15.32%); TIAA CREF (employee contribution 6%; EACC contribution 14%). New hires who have at least 5 years in the Arkansas Teacher Retirement System may continue with this current plan (employee contribution 6.75%; EACC contribution 14.75%).

Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 8 hours per month to 15 hours per month depending on years of service.

The opportunity to contribute to a fun, student-centric organization and to engage in meaningful work in service of others alongside other good people.

For more information on benefit plans, please visit www.eacc.edu/employment.

EXPECTED SALARY RANGE

The initial salary is expected to be between \$45,000-60,000. The initial salary offer will be highly dependent upon experience and qualifications; exceptionally well-qualified candidates will fall at the higher end of the range; less qualified candidates will fall on the entry level end of the salary range.

All interested candidates are encouraged to apply. EACC strives to attract a large and diverse pool of applicants.

References and current employer will not be contacted without prior notice to the applicant.

Candidates who wish to apply should submit an EACC application, cover letter, resume', and transcript(s) to the EACC Office of Human Resources, 1700 Newcastle Road, Forrest City AR 72335. The application may be found at www.eacc.edu/employment and documentation may also be submitted via email to humanresources@eacc.edu . Review of applications will begin immediately and continue until the position is filled.

EACC is an AA/EO employer.

START DATE

Start date is negotiable.

WORK HOURS

During the regular academic year (fall and spring semesters), EACC offers full-time staff four work schedule options: (1) 8:00-4:30 Monday through Friday; (2) 7:30-5:00 Monday through Thursday and 8:00-12:00 noon on Friday; (3) 8:00-5:30 Monday through Thursday and 8:00-12:00 noon on Friday; or (4) 8:30-6:00 Monday through Thursday and 8:00-12:00 noon on Friday. Some evenings and weekends may be required during peak registration times and for special events. Maintenance staff may work a different schedule depending upon the duties required by the position and the time of year.