

## MAINTENANCE ASSISTANT

### SUMMARY:

The Maintenance Assistant is responsible for grounds maintenance and general labor activities. This position is governed by state and federal laws and institution policy.

### TYPICAL FUNCTIONS:

- Performs building and grounds maintenance by mowing, edging, weeding, and trimming lawns and bushes. Collects and removes trash from lawn.
- Operates lawn equipment such as a tractor, lawnmower, weed eater, etc.
- Performs general building maintenance including painting, and minor repair work.
- Lifts and moves equipment and furniture.
- Assists with work orders for special events and exhibits.
- Inspects and maintains tools and equipment.
- Performs minor carpentry duties.
- Performs other duties as assigned.

### SPECIAL JOB DIMENSIONS:

Operating, lifting and carrying a variety of lawn equipment, lifting and carrying cumbersome items, and working in varied weather conditions is required.

### KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of methods and practices in skilled and unskilled trades. Ability to operate and perform routine maintenance on various types of grounds keeping tools and equipment. Ability to receive, assign, and coordinate work activities.

### MINIMUM EDUCATION AND/OR EXPERIENCE:

The formal education equivalent of a high school diploma; At least one year experience in grounds keeping and/or ability to properly operate and maintain lawn care equipment. Must possess a valid Arkansas Driver's License.

**BASE SALARY:** \$23,547.00; EACC offers full time employees a generous benefits and leave package.

Please submit an EACC application online at [www.eacc.edu/employment](http://www.eacc.edu/employment). You can also email a pdf application and supporting documents to [humanresources@eacc.edu](mailto:humanresources@eacc.edu). Review of applications will begin immediately and continue until position is filled. All positions require the completion of a pre-employment background check.

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