

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.

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. Ability to follow oral and/or written instructions. Ability to perform multiple tasks and to prioritize assignments. Ability to perform repetitive manual work. Ability to do required lifting and carrying, bending, stooping, standing and stretching, including lifting and carrying a variety of lawn equipment, cumbersome items, and working in varied weather conditions is required.

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: \$28,071.68/year or \$13.50/hour. EACC offers full time employees a generous benefits and leave package.

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 5.5%; 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 7%; EACC contribution 15%). Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 10 hours per month to 15 hours per month depending on years of service.

Please submit an EACC application, cover letter, resume' and transcript(s) to EACC Office of Human Resources, 1700 Newcastle Rd, Forrest City, AR 72335, via email to humanresources@eacc.edu, or complete an online employment application located at www.eacc.edu/employment. Review of applications will begin immediately and continue until

the position is posted. EACC offers all full time employee a generous benefits and leave package. EACC is an AA/EO employer.