

East Arkansas Community College –Physical Plant Coordinator

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

POSITION DESCRIPTION

Under direction of the Chancellor, the Physical Plant Coordinator 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 Chancellor, the Physical Plant Coordinator 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 two (2) 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 must be completed if not already obtained.
- 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 an ever-changing 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.

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: \$45,760.00

Candidates who wish to apply should submit an UAEACC application, cover letter, resume', and transcript(s) to the UAEACC 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.

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.