

Skilled Trades Maintenance Assistant

University of Arkansas – East Arkansas Community College is seeking applicants for the position of Skilled Trades Maintenance Assistant.

POSITION DESCRIPTION:

The Skilled Trades Maintenance Assistant (STA) assists the Maintenance Supervisor or Skilled Tradesman in all areas of the physical facilities on campus. An STA may assist with HVAC, plumbing, electrical, carpentry, grounds care, and mechanical systems. The STA must be reliable and have regular, non-disruptive attendance. The STA must also participate in training and demonstrate a willingness to learn a craft.

QUALIFICATIONS, SKILLS, AND ABILITIES:

- **Minimum educational requirements for position:** Formal education equivalent of a High School Diploma. Licensure/Certification in related skills are preferred.
- **Minimal experience requirements for position:** Must possess knowledge of tools, equipment, and materials uses in the various trades' areas. Must be skilled in the use, operation, and care of tools and machinery. The STA must be able to understand and follow oral and written instructions. Licensure/Certification in related skills are preferred.

WORK HOURS:

Full-Time Permanent, 40 hours per week. Schedule may be temporarily adjusted for campus events as required.

EXPECTED SALARY: \$36,260.64/yr.

WHAT WE OFFER:

A generous benefits package with 100% health 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.

Candidates who wish to apply should submit an UA-EACC application, cover letter, resume' or curriculum vitae, and transcript(s) online at www.eacc.edu/employment. Documentation may also be submitted via email to humanresources@eacc.edu . Review of applications will begin immediately and continue until the position is filled. A background check and reference check will be completed prior to offer of employment.