JOB POSTING

UNIVERSITY OF THE OZARKS
HUMAN RESOURCES

PHYSICAL PLANT, MAINTENANCE TECHNICIAN

Summary:
The Maintenance Technician reports to the Assistant Director of Physical Plant. This position is responsible for the completion of all maintenance work requests and work orders as assigned. The Maintenance Technician can assist in monitoring all work performed by outside contractors.

Duties and Responsibilities:
Duties include but are not limited to:

- Perform routine carpentry, electrical, plumbing, HVAC, and/or building repairs in accordance with pre-established procedures.
- Perform and record basic preventative maintenance tasks such as checking specific mechanical equipment, changing filters, recording temperatures or other comparable tasks.
- Installs and maintains plumbing fixtures such as sinks, taps, faucets, commercial kitchen and laundry equipment; various equipment using steam/water and return or waste disposal lines.
- Operates, maintains and repairs various types of equipment used in the maintenance of building such as trucks, fork-lifts, power tools, etc.
- Set up and tear down of furniture, staging, etc. for events
- Vacuuming and mopping as needed
- Assist in snow removal as needed
- Be available for rotating on-call service
- Be available to provide emergency and unexpected services during unscheduled work hours as directed by your supervisor on a monthly on-call rotation.
- Treats each student, visitor, and employee with courtesy.
- Other duties as assigned.

Skills and Abilities:
- Willingness to learn
- Excellent organization ability, high level of accuracy, attention to detail
- Effective interpersonal and communication skills in dealing with others to ensure that requests or needs are met.
- Problem solving skills including the ability to acknowledge and clarify inquiries, requests, or complaints to ensure that needs are identified, documented and addressed
- Ability to prioritize and manage multiple tasks simultaneously and with minimal supervision
- Enjoy working with college students

Qualifications:
Required:
- High School diploma or equivalent
- 2-3 yrs. experience with commercial hvac
- 2-3 yrs. experience with building controls
- 2-3 yrs. experience with commercial electrical including 3 phase

University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to perform successfully the major duties and responsibilities of the position.

ABOUT UNIVERSITY OF THE OZARKS

Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of teaching and working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs and other campus initiatives. For more information about University of the Ozarks, visit www.ozarks.edu.

APPLICATION PROCEDURES

Review of applications will begin immediately and will continue until the search is completed. Applications can be picked up at the Physical Plant office at 315 N College Avenue or at Human Resources in Mabee Administration Building or requested via email to humanresources@ozarks.edu.
Send the completed application and three current references to: humanresources@ozarks.edu