



## **Maintenance Assistant - HPER**

**Department:** University Recreation + Wellness (UREC), University of Arkansas - Fayetteville

**Location:** HPER Building, Sports Complex and Tennis Center

### **Position Description:**

The Maintenance Assistant is responsible for assisting in the repair, maintenance and diagnosing equipment and facility issues for the HPER Building. This position is primarily responsible for building maintenance and will perform general duties in the UREC facilities as determined by the routine checklist or as assigned. The Maintenance Assistant staff may also be responsible for event management and may assist with the set-up and breakdown of UREC events and other special events.

This position will develop UA Career-Ready skills such as Critical Thinking, Professionalism, and Communication

### **Duties & Responsibilities:**

#### Facility Maintenance & Operations -70%

- Complete preventative maintenance tasks within assigned fitness center areas
- Troubleshoot fitness center equipment issues
- Assist in day-to-day operational needs
- Maintain cleanliness and appearance of assigned area within UREC facilities
- Use machinery on a day-to-day basis as needed (mowers, weed eaters, leaf blowers)
- Knowledge of UREC safety/cleaning protocols

#### Event Support -20%

- Assist in the set-up, operation, and take down of various events
- Knowledgeable in operations for event management at UREC facilities

#### Customer Service & Communication -10%

- Provide quality customer service
- Knowledge of the special events program and other UREC programs to inform participants

### **Minimum Qualifications:**

- Current University of Arkansas student

### **Preferred Qualifications:**

- Previous maintenance experience
- Experience with small machinery (EX: Mowers, weed eaters, leaf blowers, etc.)

**Federal Work Study Requirement:**

- Federal Work Study award preferred but not required.

**Required License(s), Training, Certification(s), & Background Checks:**

- Adult & Pediatric First Aid, CPR, and AED certification or be able to obtain certification within 40 days of hire (UREC will provide a certification opportunity, if needed)
- Background checks not required for undergraduate candidates

**Physical Activities Associated with this Position:**

The following physical activities are associated with the position and will be performed with or without accommodation. All individuals are encouraged to apply.

- Heavy work | Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
  - Hearing, reaching, standing, talking, walking- Constantly
  - Crouching, grasping, kneeling, lifting, manipulating items with fingers, pulling, pushing, repetitive motion, stooping, use of machinery, lifting heavy or awkward objects- Frequently
  - Balancing, climbing, crawling, handling of sharp tools, sitting- Occasionally
  - Lifting of heavy or awkward objects

**Visual Acuity:**

- Employees are required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, general laborer, lab personnel, etc.).
- Make general observations of facilities or structures (i.e., security guard)

**Compensation & Benefits:**

- Hourly Wage Rate: \$11.25
- Student Affairs Wage Scale: 1

**Hours and Schedule:**

- The position is designed to be a 10-20 hour per week in-person commitment.
- Weekly work hours vary and may include morning, evening, and weekend.

**Employment Timeline:**

- This position hires on an as needed basis.
- This position is eligible for up to 4+ years of continuous employment upon satisfactory performance and continued academic enrollment.

**Supervision:** Coordinator for Facilities & Auxiliary Operations, University Recreation + Wellness

**This job will provide experiences to develop the following UA Career-Ready Skills:**

Critical Thinking | Professionalism | Communication

- **Ability to Display Situational Awareness:** Ability to gather information, anticipate needs, prioritize issues and set achievable goals in the workplace.
- **Ability to Demonstrate Dependability:** Act as a dependable, diligent member of a work environment by being present, prepared, responsible for your actions, behaviors, performance, and decisions and showing attention to detail.
- **Ability to Use Oral Communication:** Ability to effectively convey information and meaning through speech, that is, easy to understand, engaging and employs proper tone.

**Application Instructions and Required Document:**

- Please contact Garrett McDonald at gm147@uark.edu with any questions about the position.
- Required Documents: Resume, cover letter, 3 professional references
- Application documents must be submitted in Workday
- Application deadline: TBA

**Equal Opportunity and Compliance:** The University of Arkansas is an equal opportunity institution. The University does not discriminate in its education programs or activities (including in admission and employment) on the basis of any category or status protected by law, including age, race, color, national origin, disability, religion, protected veteran status, military service, genetic information, sex, sexual preference, or pregnancy. Federal law prohibits the University from discriminating on these bases. Questions or concerns about the application of Title IX, which prohibits discrimination on the basis of sex, may be sent to the University's Title IX Coordinator and to the U.S. Department of Education Office for Civil Rights.