



## Division of Higher Education

101 E. Capitol Ave., Suite 300 • Little Rock, Arkansas • 72201-3827 • (501) 371-2000 • Fax (501) 371-2001

Jacob Oliva  
Secretary

Maria Markham, Ph.D.  
Director

January 19, 2023

The Honorable Breanne Davis, Co-Chair  
The Honorable Jim Wooten, Co-Chair  
Joint Budget Council - Personnel  
State Capitol Building  
Little Rock, AR 72201

Dear Senator Davis and Representative Wooten:

University of Arkansas Community College Morrilton (UACCM) requests the establishment of three (3) classified positions from the Higher Education Central Pool authorized by Act 763 of 2019, ACA §21-5-1415. In accordance with the provisions of the act, we are forwarding our recommendation to you for consideration.

We recommend that the following be established from the Higher Education Central Pool:

### Requested

**Title:** Maintenance Specialist  
**Grade - FY23:** C112  
**Salary - FY23:** \$25,773  
**Institution Match Rate % - FY23:** 37%  
**Institution Match \$ - FY23:** \$9,536  
**Total Compensation - FY23:** \$35,309  
**Number of Positions:** 3

### Recommendation

**Title:** Maintenance Specialist  
**Grade - FY23:** C112  
**Salary - FY23:** \$25,773  
**Institution Match Rate % - FY23:** 37%  
**Institution Match \$ - FY23:** \$9,536  
**Total Compensation - FY23:** \$35,309  
**Number of Positions:** 3

These positions are requested due to an increase in duties and this title does not exist in UACCM's current appropriation act. This title is used at other institutions/entities.

The Maintenance Specialists will perform and assist with the campus wide Preventative Maintenance program including preventive inspections, maintenance, and measures as scheduled to prolong all campus building systems, structures, and to provide a safe and comfortable environment. He/she will participate in and provide support for regular inspections of fire protection systems (sprinkler systems), fire alarm systems and regular elevator inspections and tests as directed by supervisor. The Maintenance Specialists will maintain campus buildings and structures by performing general carpentry, electrical, and plumbing tasks as directed by supervisor which may include interior wall construction, painting, renovation tasks, installing and/or repairing doors/windows and door/window hardware, installing electrical receptacles and switches, performing basic plumbing installation and repairs. In addition, they will maintain campus fleet vehicles by performing general automotive maintenance tasks including properly and regularly changing oil and filters, maintaining correct tire pressure and changing tires as needed, maintaining proper fluid levels, repairing/installing brakes as needed, performing routine vehicle cleaning and making other repairs. Additionally, the Maintenance Specialists will work

cooperatively with the Physical Plant Administrative Specialist II to maintain and track vehicle maintenance and repair records. He/she will move furniture and set up classrooms, labs and offices. In addition, they will assist with event set up and take down for on and off campus events.

Sincerely,

A handwritten signature in cursive script that reads "Maria Markham". The signature is fluid and elegant, with the first letters of each word being capitalized and prominent.

Maria Markham, Ph. D.  
Director



1537 University Boulevard, Morrilton, Arkansas 72110

1-800-264-1094 | (501) 977-2000 | [www.uaccm.edu](http://www.uaccm.edu)

December 9, 2022

Dr. Maria Markham  
Arkansas Department of Higher Education  
101 E Capitol Ave. Suite 300  
Little Rock, AR 72201

RE: Request for Central Pool Positions

Dear Dr Markham:

Pursuant to Act 793 of 2020, University of Arkansas Community College Morrilton (UACCM) is requesting a total of three (3) classified positions from the Central Pool. UACCM is requesting the central pool positions to address the need for Maintenance Specialists. The duties of our Maintenance Assistants currently on staff have risen to where a move to Maintenance Specialists is needed.

If you have any questions, please contact Jeff Mullen, Vice Chancellor for Finance, at (501) 977-2125. We appreciate your consideration of this request.

Sincerely,

A handwritten signature in black ink that reads 'Lisa Willenberg'. The signature is written in a cursive style with a large, looped 'L' and 'W'.

Lisa Willenberg  
Chancellor



# Division of Higher Education Classified Central Pool Justification Form

INSTITUTION: UA Community College Morrilton

DATE: 12/6/22

## CLASSIFICATION REQUESTED

<u>CLASS CODE/TITLE</u> S050C/ Maintenance Specialist	<u>GRADE</u> C112
<u>MINIMUM SALARY</u> \$25,773	<u>NUMBER OF POSITIONS</u> 3
<u>INSTITUTION MATCH RATE %</u> 37%	<u>INSTITUTION MATCH \$</u> \$9,536.01
<u>TOTAL COMPENSATION</u> \$35,309.01	

I HEREBY CERTIFY THAT:

- A. The position requested is a full-time position that is critical to the operation of the institution and will not be used for any other purpose than that which is outlined in the position description and the narrative justification of the position submitted on page 2 and page 3 of this request.
- B. Sufficient funds are available to fund this position at the requested grade.

Judy Sanders 12/12/2022  
INST PER REPRESENTATIVE      DATE

Lisa Willenberg 12/12/2022  
INST PRESIDENT/CHANCELLOR      DATE

## DIVISION OF HIGHER EDUCATION - RECOMMENDATION

<u>CLASS CODE/TITLE</u>	<u>GRADE</u>
<u>MINIMUM SALARY</u>	<u>NUMBER OF POSITIONS</u>
<u>INSTITUTION MATCH RATE %</u>	<u>INSTITUTION MATCH \$</u>
<u>TOTAL COMPENSATION</u>	

LEGISLATIVE COUNCIL/JBC REVIEW:  
FAVORABLE  UNFAVORABLE

DATE:



## Division of Higher Education Classified Central Pool Justification Form

### POSITION DESCRIPTION

#### (1) % of TIME AND WORK PERFORMED

**NOTE:** Indicate % of time for each example of work, single space within each example of work and double space between examples.

- 10% - Maintains campus buildings and structures. Perform general carpentry, electrical, and plumbing tasks as directed by supervisor. May include but is not limited to interior wall construction, painting, renovation tasks, install and/or repair doors/windows and door/window hardware, install electrical receptacles and switches, perform basic plumbing installation and repairs.
- 10% - Maintains campus fleet vehicles by performing general automotive maintenance tasks such as but not limited to properly and regularly changing oil and filters, maintain correct tire pressure and change tires as needed, maintaining proper fluid levels, repair/install brakes as needed, perform routine vehicle cleaning and making other repairs as necessary. Works cooperatively with the Physical Plant Administrative Specialist II to maintain and track vehicle maintenance and repair records.
- 15% - Performs and assists with campus wide Preventative Maintenance program. Performs preventive inspections, maintenance, and measures as scheduled to prolong all campus building systems, structures, and to provide a safe and comfortable environment. Participates in and provides support for regular inspections of fire protection systems (sprinkler systems), fire alarm systems and regular elevator inspections and tests as directed by supervisor.
- 5% - Assists and provides support to the HVAC Skilled Tradesman in performing regular prevention procedures, such as quarterly HVAC filter changes and inspections, replace parts, as well as performing other related parts replacements and installations of thermostats, switches, timers, or other repairs where necessary.
- 5% - Assists with grounds maintenance needs as necessary. Can include but is not limited to removing or planting plants and/or trees, removing grounds related refuse or other trash, replacing and/ or repairing in ground sprinklers, mowing and weed-eating as assigned.
- 10% - Troubleshoots and performs small engine repairs. Maintains all equipment in good working order.
- 15% - Furniture moving and event set up. Moves classroom, lab, office and other types of furniture upon direction. Assists in on and off campus event set up and take down. May include but is not limited to setting up chairs, tables, speakers, décor, portable stages, and risers in preparation for an event and the disassembly and removal of such after the event is concluded.
- 15% - Receives and acts on assigned work orders and documents work performed through work order system.
- 5% - Serves as group leader as assigned over Physical Plant semi-skilled part time and/or student workers by assigning tasks, assisting with and/or demonstrating preferred methods of completing a task and evaluating the work performed once a task is complete.
- 10% - Performs any additional related duties and responsibilities as required or assigned.



## Division of Higher Education Classified Central Pool Justification Form

[Empty space for justification text]

(2) Name and title of your immediate supervisor:

Allen Holloway, Director of Physical Plant

(3) Payroll titles of employees supervised and number of employees per title. If employees supervised, enter "None":

None



## Division of Higher Education Classified Central Pool Justification Form

**(4) Machines or equipment used regularly in your work. Give percent of time spent in operation of each.**

50%	Driving a Kubota Side by Side, used for moving items and commuting around campus
30%	Campus Fleet Vehicles, used for daily moving and delivering on and off campus
10%	Driving and Maneuvering Man lifts
10%	Driving the fork lift and tractor as needed for lifting, unloading items etc.

**(5) Basic Qualifications**

Education, general:	Equivalent of a high school diploma
Education, special or professional:	N/A
Experience, length in years and kind:	Two years of documentable experience in maintenance and repair of buildings, grounds equipment and vehicles
Licenses, certificates, or registration	Completion of forklift and man lift operations training or willing to complete training.
Special knowledge, abilities and skills:	Ability to use maintenance machinery, able to read and understand directions and manuals for equipment, skilled in carpentry and small engine repair and maintenance
Physical Requirements	Ability to climb ladders and work from heights, stand for long periods of time and walk freely, able to lift, carry, push and pull up to 50lbs.



## Division of Higher Education Classified Central Pool Justification Form

### NARRATIVE JUSTIFICATION

UACCM is requesting three (3) C112 Maintenance Specialists from Central Pool. On average, UACCM employees three (3) C108 Maintenance Assistants but currently employs two as the third position was recently vacated. UACCM tries to utilize employees to their fullest potential. Over the past several years we have added responsibilities to our Maint. Assistants but have not increased the number employed. We now feel we have surpassed, or are very close to surpassing the work load that would be appropriate to expect from a C108 Maintenance Assistant and at that rate of compensation.

Our plan is to promote our two existing C108 Maint. Assistants to the C112 Maint. Specialist positions, should our request be granted. The third position being requested will be available to us to fill once we reassess responsibilities and can determine needs moving forward. In addition, we will surrender three (3) C108 Maint. Assistants at our next opportunity, should we receive three (3) C112 Maint. Specialist through this request.