



## Arkansas Department of Higher Education

423 Main Street, Suite 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Asa Hutchinson  
Governor

Maria Markham, Ph.D.  
Director

September 20, 2018

The Honorable John Cooper, Co-Chair  
The Honorable Les Eaves, Co-Chair  
Personnel Committee of the Arkansas Legislative Council  
State Capitol Building  
Little Rock, AR 72201

Dear Senator Cooper and Representative Eaves:

Southern Arkansas University Tech (SAUT) requests the establishment of a classified position from the Higher Education Central Pool authorized by Act 599 of 2017, 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 Manager

**Grade – FY19:** C121

**Salary – FY19:** \$39,199 - \$70,108

**Number of Positions:** 1

### **Recommendation**

**Title:** Maintenance Manager

**Grade – FY19:** C121

**Salary – FY19:** \$39,199 - \$70,108

**Number of Positions:** 1

The Maintenance Manager position is being requested to better align with duties performed. This title is currently used by other institutions.

The Maintenance Manager will provide supervisory guidance to skilled-trades staff. He/she will inspect buildings, equipment and grounds to determine needed repairs and preventive maintenance. In addition, the Maintenance Manager will maintain files and prepare reports on work orders, completed projects, work in progress, purchases, employee timesheets and leave requests. He/she will direct activities of in-house construction projects.

Sincerely,

A handwritten signature in cursive script that reads "Maria Markham".

Maria Markham, Ph.D.  
Director

September 12, 2018

Dr. Maria Markam, Director  
Arkansas Department of Higher Education  
423 Main Street, Suite 400  
Little Rock, AR 72201

RE: Request for Classified Position from Central Pool

Dear Dr. Markam:

Southern Arkansas University Tech is respectfully requesting a classified position from the Higher Education Central Pool. The position requested is Maintenance Manager.

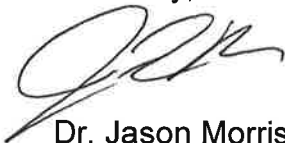
#### JUSTIFICATION

Southern Arkansas University Tech is located in the Highland Industrial Park. The major industries in the park are defense: Lockheed Martin, General Dynamics, Spectra Technology, Aerojet, etc. It is difficult to compete with these industries regarding salary to hire highly qualified individuals.

The position currently authorized is Maintenance Coordinator, grade C117, with an annual salary of \$32,249 (\$15.50 per hour). The college is requesting the position of Maintenance Manager, grade C121, with an annual salary of \$39,199 (\$18.85 per hour). The Maintenance Manager position is more in line with the job duties performed. Even though comparable salaries in the defense industries for a similar position is \$26.50 to \$30.50 per hour, the college has excellent benefits that can compete for the difference in salary.

If you have any questions, please contact Olivia Clack, Human Resources Director, at (870)547.4481. Your consideration of the request is appreciated.

Sincerely,



Dr. Jason Morrison  
Chancellor

**HIGHER EDUCATION  
REQUEST FOR CENTRAL POOL POSITION**

INSTITUTION Southern Arkansas University Tech

DATE 9/12/18

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
S004CMaintenance Manager		C121

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.

Gaye Manning	9/12/18	Dr. Jason Morrison	9/12/18
<u>INST PER REPRESENTATIVE</u>	<u>DATE</u>	<u>INST PRESIDENT/CHANCELLOR</u>	<u>DATE</u>

**ARKANSAS DEPARTMENT OF HIGHER EDUCATION - RECOMMENDATION**

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>
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LEGISLATIVE COUNCIL/JBC REVIEW

DATE

FAVORABLE  UNFAVORABLE

**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.

- 50% Provides supervisory guidance to a subordinate skilled-trades staff by assigning work orders, establishing work plans and deadlines, making staff assignments, and ensuring achievement of project goals.
- 10% Inspects buildings, equipment, and grounds to determine needed repairs and preventive maintenance. Conducts research to identify standards and submits information for bids.
- 10% Maintains files and prepares reports on work orders, completed projects, work in progress, purchases, employee timesheets, and leave request.
- 10% Directs activities of in-house construction projects.
- 10% Checking work done by physical plant staff and outside contractors to ensure that all electrical, mechanical, and safety codes are met.
- 10% Supervises a staff of skilled and semi-skilled workers by serving on interview committees, handling employee-related problems and disciplinary matters, and conducting performance evaluations of physical plant employees per guidelines established by the State of Arkansas and SAU Tech.

(2) Name and title of your immediate supervisor:  
Mike Larkins, Physical Plant Director

(3) Payroll titles of employees supervised and number of employees per title. If employees supervised, enter "None":  
Skilled Tradesman – 5  
Maintenance Assistant - 1

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

10%	Man lift
10%	Fork lift
10%	Tractor
10%	Ditch Witch

**(5) Basic Qualifications**

Education, general:	Formal education equivalent of a high school diploma
Education, special or professional:	
Experience, length in years and kind:	Six (6) years of experience involving facilities maintenance and repair or a related area; one (1) year in a supervisory/leadership capacity.
Licenses, certificates, or registration	
Special knowledge, abilities and skills:	Knowledge of building maintenance and evaluation procedures. Knowledge of building materials and maintenance costs. Knowledge of supervisory practices and principles. Ability to conduct on-site inspections of buildings to determine quality of maintenance and condition of physical structure. Ability to supervise a subordinate skilled trades staff. Ability to estimate costs, time materials, manpower, and equipment needed in the maintenance and repair of buildings. Ability to prepare detailed written reports. Ability to plan and schedule work activities of skilled and semi-skilled workers.
Physical Requirements	

**NARATIVE JUSTIFICATION**

Southern Arkansas University Tech is located in the Highland Industrial Park. The major industries in the park are defense: Lockheed Martin, General Dynamics, Spectra Technology, Aerojet, etc. It is difficult to compete with these industries regarding salary to hire highly qualified individuals. The position currently authorized is Maintenance Coordinator, grade C117, with an annual salary of \$32,249 (\$15.50 per hour). The college is requesting the position of Maintenance Manager, grade C121, with an annual salary of \$39,199 (\$18.85 per hour). Even though comparable salaries in the defense industries for a similar position is \$26.50 to \$30.50 per hour, the college has excellent benefits that can compete for the difference in salary.

The Maintenance Manager position is more in line with the job duties performed. This position will be able to take on some of the responsibilities currently performed by the Physical Plant Director.