

**HIGHER EDUCATION
REQUEST FOR GROWTH POOL POSITION**

INSTITUTION College of the Ouachitas/685

DATE 03/10//2014

<u>CLASS CODE/TITLE</u>	CLASSIFICATION REQUESTED	<u>GRADE</u>
S050C/Maintenance Specialist		C112

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.

Rhonda Smith	3/10/2014	Dr. Stephen Schoonmaker	03/10/2014
<u>INST PER REPRESENTATIVE</u>	<u>DATE</u>	<u>INST PRESIDENT/CHANCELLOR</u>	<u>DATE</u>

OFFICE OF PERSONNEL MANAGEMENT - 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.

- 20% Carpentry activities such as repairs to tile and carpet, door, windows, gates, roofs & ceilings, daily
- 20% Paints colleg facilities and equipment such as walls, fixtures, exterior, cabinets, doors & woodwork, weekly
- 10% Installs, maintains, and repairs plumbing systems and fixtures, faucets, sinks, toilets and water heaters, weekly
- 10% Performs electrical repair by repairing or replacing wiring, fuses, switches, motors, lighting systems, weekly
- 10% Cleans and replaces filters on AC units and performs minor repairs on central heat & air, monthly
- 10% Performs general maintenance duties as required, sets up ad takes down equipment and furniture, as needed
- 5% Maintains inventory of parts and equipment, monthly
- 5% Disposes of worn and obsolete equipment according to guidelines, annually
- 5% Performs recurring tasks such as carrying, moving, and delivering supplies and equipment, daily
- 5% Mows grass, cuts weeds, and gathers and removes trash from lawns, weekly

(2) Name and title of your immediate supervisor:

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

None

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

50%%	General Carpentry tools
30%	Painting supplies
20%	Lawn mower
%	

(5) Basic Qualifications

Education, general:	High School diploma
Education, special or professional:	
Experience, length in years and kind:	1 year
Licenses, certificates, or registration	Drivers License
Special knowledge, abilities and skills:	Basic carpentry, electrical systems, plumbing, painting , and heating and air conditioning. Operation, maintenance, and safety requirements of motorized vehicles and equipment as well as being able to operate them. The ability to operate and maintain electrical tools and machinery.
Physical Requirements	

NARATIVE JUSTIFICATION

Previous job description for the college was written in 1994 for a totally different classification which no longer exists. This position's biggest change is to the semi-skilled work required as a result of the addition of 3 new buildings and rapid change of our academic offerings. To keep the buildings in good repair there has to be work done every day. By the time all of the rooms in all the buildings have a new coat of paint, it is time to start over again considering we have one person doing the job. There is a constant need for small or minor repairs to be done to the buildings, buffing the floors, plumbing in all of the bathrooms and breakrooms in the buildings.