

Maintenance Assistant
Arkansas State University - Newport

Direct Link: <https://www.AcademicKeys.com/r?job=261546>

Downloaded On: Aug. 23, 2025 12:32am

Posted Aug. 22, 2025, set to expire Aug. 12, 2026

Job Title Maintenance Assistant
Department Maintenance
Institution Arkansas State University - Newport
Newport, Arkansas

Date Posted Aug. 22, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6494813>

Apply By Email

Job Description

Image not found or type unknown



Maintenance Assistant

Location: Marked Tree

Job Code: 379

of Openings: 1

Maintenance Assistant

Arkansas State University-Newport

Maintenance Assistant
Arkansas State University - Newport

Direct Link: <https://www.AcademicKeys.com/r?job=261546>

Downloaded On: Aug. 23, 2025 12:32am

Posted Aug. 22, 2025, set to expire Aug. 12, 2026

The Maintenance Assistant is responsible for facilities and ground maintenance.

The successful candidate will have the demonstrated ability to multi-task and work effectively with others while promoting a positive organizational culture by embodying the institutional values of community, diversity, innovation, integrity, student-centeredness and trust.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists with work orders for special events and exhibits.

Inspects tools and equipment and performs minor equipment and vehicle repairs - maintenance equipment by lubricating, greasing, changing filters, and performing other minor repairs.

Servicing vehicles - which includes: checking fluid levels and washing

Assists in minor electric repairs, remodeling of buildings, and performs minor carpentry duties such as hanging ceilings, replacing walls, and other carpentry duties.

Removes trash from waste baskets, dumps trash, sanitizes and re-lines trash receptacles daily, or as needed, and operates trash compactors.

Wipes furniture, such as desk tops, tables, and other surfaces.

Cleans walls, windows, window sills, stairways, and entry ways, as needed.

Sweeps, mops, and buffs floors, vacuums floors daily, and shampoos carpets, cleans baseboards, dusts and/or wipes clean furniture, desk tops, table tops, cabinets, and other surfaces, such as ceiling fans, black/white boards, appliances, and fixtures.

Strips, waxes, and buffs floors, as needed or scheduled. Cleans bathroom fixtures and stocks restrooms with soap, toilet tissue, and paper towels.

Cleans areas requiring special cleaning methods, by using specific cleansers, sterilizing equipment, and/or disposing of contaminated wastes.

Assists in set-up of events and cleaning after events.

Ground maintenance including mowing and landscaping.

Maintenance Assistant
Arkansas State University - Newport

Direct Link: <https://www.AcademicKeys.com/r?job=261546>

Downloaded On: Aug. 23, 2025 12:32am

Posted Aug. 22, 2025, set to expire Aug. 12, 2026

Performs other duties as assigned.

ADDITIONAL RESPONSIBILITIES

Additional duties and responsibilities may arise based upon the needs of the college, other duties may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

The formal education equivalent of a high school diploma, ability to operate and perform routine maintenance on various types of grounds keeping tools and equipment.

KNOWLEDGE

Knowledge of basic cleaning techniques. Knowledge of cleaning equipment operation and maintenance.

ENGLISH LANGUAGE

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

ACTIVE LISTENING

Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

CRITICAL THINKING

Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

ORAL COMPREHENSION

Maintenance Assistant
Arkansas State University - Newport

Direct Link: <https://www.AcademicKeys.com/r?job=261546>

Downloaded On: Aug. 23, 2025 12:32am

Posted Aug. 22, 2025, set to expire Aug. 12, 2026

Ability to listen to and understand information and ideas presented through spoken words and sentences.

PROBLEM SENSITIVITY

Ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

EQUIPMENT MAINTENANCE

Ability and skills to perform routine maintenance on equipment and determining when and what kind of maintenance is needed.

REPAIRING

Ability and skills to do minor repairs to applicable machines or systems using the needed tools.

TROUBLESHOOTING

Ability to determine causes of operating errors and deciding what to do about it.

COORDINATION

Ability to adjust actions in relation to others' actions.

JUDGEMENT AND DECISION MAKING

Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.

MONITORING

Ability to monitoring/assess performance of yourself, other individuals, or organizations to make improvements or take corrective action.

OPERATION AND CONTROL

Skills an ability to control operations of equipment or systems.

Maintenance Assistant
Arkansas State University - Newport

Direct Link: <https://www.AcademicKeys.com/r?job=261546>

Downloaded On: Aug. 23, 2025 12:32am

Posted Aug. 22, 2025, set to expire Aug. 12, 2026

CONTROL PRECISION

Ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

MANUAL DEXTERITY

Ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

ARM/HAND STEADINESS

Ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

COORDINATION

Ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

NEAR VISION

Ability to see details at close range (within a few feet of the observer).

STATIC STRENGTH

Ability to exert maximum muscle force to lift, push, pull, or carry objects up to 50 pounds.

TRUNK STRENGTH

Ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.

FINGER DEXTERITY

Ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects. skills and experience.

PUBLIC CONTACT

Maintenance Assistant
Arkansas State University - Newport

Direct Link: <https://www.AcademicKeys.com/r?job=261546>

Downloaded On: Aug. 23, 2025 12:32am

Posted Aug. 22, 2025, set to expire Aug. 12, 2026

Regular contact with the public, current and future students as well as alumni.

EMPLOYEE CONTACT

Regular contact with other college employees at all levels within the organization.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arkansas Driver's License

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

None

TOOLS & EQUIPMENT

Hand Tools

Floor Polishers

Ladders

Vacuum Cleaners

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to stand; frequently required to walk, sit, use hands to finger, handle, or feel, reach with hands and arms; and occasionally required to climb or balance.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

ENVIRONMENTAL CONDITIONS

Some equipment may be hazardous and some assignments are not climate controlled.

The noise level in the work environment is usually moderate with periods of high noise exposure resulting from the operation of power equipment.

Maintenance Assistant
Arkansas State University - Newport

Direct Link: <https://www.AcademicKeys.com/r?job=261546>

Downloaded On: Aug. 23, 2025 12:32am

Posted Aug. 22, 2025, set to expire Aug. 12, 2026

To apply, please visit

<https://phe.tbe.taleo.net/phe03/ats/careers/v2/viewRequisition?org=ASUN&cws=37&rid=379>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Maintenance

Arkansas State University - Newport

,