

**Skilled Tradesman-Newport Campus
Arkansas State University - Newport**

Direct Link: <https://www.AcademicKeys.com/r?job=263035>

Downloaded On: Sep. 26, 2025 3:19pm

Posted Sep. 26, 2025, set to expire Aug. 12, 2026

Job Title Skilled Tradesman-Newport Campus
Department Arkansas State University - Newport
Institution Arkansas State University - Newport
Newport, Arkansas

Date Posted Sep. 26, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Skilled Tradesman-Newport Campus

Location: Newport

Job Code: 384

of Openings: 1

SKILLED TRADESMAN

ARKANSAS STATE UNIVERSITY-NEWPORT

POSITION SUMMARY

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The Skilled Tradesman will be responsible for maintenance and repair of buildings and equipment, developing and implementing installation and maintenance schedules for work on new and existing electrical and mechanical systems including heating, ventilation, air conditioning, plumbing, or carpentry on the Newport Campus.

This position requires the demonstrated ability to work effectively with others while promoting a positive organizational culture by embodying the institutional values of community, diversity, innovation, integrity, student-centeredness and trust. This position is governed by state and federal laws and institution policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts periodic inspections of buildings and grounds to determine maintenance requirements for new or existing systems.
- Provides hands-on assistance to resolve problems or to demonstrate correct procedures.
- Participates in preventive maintenance activities.
- Makes routine inspections of the heating, cooling, and electrical systems.
- Receives work orders and follows through to completion.
- Maintains and performs minor repairs on equipment and vehicles.
- Conducts on-site inspections to ensure quality of work, determines maintenance requirements, and complies with safety regulations.
- Monitors building and grounds for public safety and security and checks safety systems such as, emergency lights, smoke alarms and fire extinguishers.
- May be required to work graduation ceremony and other campus related events.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty

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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 and experience in maintenance and repair of buildings and equipment. Knowledge of methods, practices, and safety precautions in one or more of the skilled trades. Also, knowledge of laws and regulations related to one or more of the skilled trades.

KNOWLEDGE

Knowledge of building and grounds maintenance techniques and equipment. Knowledge of inventory control techniques. Knowledge of state purchasing procedures. Knowledge of supervisory practices and procedures. Ability to operate, maintain, and perform repairs on various types of electrical and mechanical equipment. Ability to conduct on-site inspections to determine compliance of work with departmental standards and regulations. Ability to plan, organize, and oversee the work of skilled, and semi-skilled workers. Ability to maintain adequate supplies and inventory records.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Responsible for monitoring and security of all ASUN property and equipment.

SUPERVISORY RESPONSIBILITIES

None

COMMUNICATION SKILLS

Ability to interact effectively with students, faculty and staff. Ability to write reports, correspondence so others will understand; Ability to effectively present information and respond to questions from faculty or staff. The ability to speak clearly so others can understand your instruction. Ability to detect and correct grammatical and spelling errors in written correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

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Ability to solve practical problems and to deal with a variety of known variables in situations where only limited standardization exists.

SUPERVISION RECEIVED

Under general direction of the Director of Physical Plant, working from policies and general directives. Occasionally refers specific cases to supervisor as clarification or interpretation of the organization's policy is required.

PLANNING/ORGANIZING

Ability to handle multiple tasks simultaneously. Considerable responsibility with regard to general assignments as well as the planning of time, method, manner, and/or sequence of performance of own work.

DECISION MAKING

Performs work operations which permit occasional opportunity for decision-making of significant importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component as well as the organization as a whole.

CONFLICT

Requires dealing with unpleasant, angry, or discourteous people. Must have the ability to respond in accordance with core values of the college.

PROBLEM SOLVING

Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

USE OF MACHINES AND EQUIPMENT

Regular use powered and non-powered hand tools, machinery and equipment used to repair and troubleshoot equipment. Must have a working knowledge of Microsoft Office.

CONTACT WITH OTHERS

Regular contacts with students, parents, faculty, staff and community leaders. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Regular contact with other university employees at all levels within the organization.

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REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Electrical or HVAC license is preferred.

SOFTWARE SKILLS REQUIRED

Basic: Word Processing/Typing, Presentation/PowerPoint, Alphanumeric Data Entry, Database, & Spreadsheet

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 regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

Requires working in extremely bright or inadequate lighting conditions, Includes exposure to sounds and noise levels that are distracting or uncomfortable. Requires working in very hot (above 90 F degrees) or very cold (below 32 F degrees) temperatures.

To apply, please visit

<https://phe.tbe.taleo.net/phe03/ats/careers/v2/viewRequisition?org=ASUN&cws=37&rid=384>

Contact Information

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

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Contact

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