

## Skilled Tradesman

**Position:** The Skilled Tradesman is a 12-month position reporting directly to the Director for Physical Plant.

This position is responsible for the work activities in one or more of the following skilled trades: HVAC mechanical (Heating, Ventilation, and Air Conditioning), plumbing, electrical carpentry, and painting.

**Qualifications:** The formal education of a high school diploma; plus 5 year's experience as a carpenter or painter; requires license or certification as a Journeyman Electrician, Journeyman Plumber or HVAC Mechanics; Other job-related education and/or experience may be substituted for all or part of these basic requirements except for certification or licensure requirements.

**Responsibilities:**

- Install, maintain, repair and overhaul air conditioning systems, commercial and industrial refrigeration and air conditioning systems and combined heating, ventilation and cooling systems.
- Assemble, install, repair, and maintain pipes, fixtures, and other plumbing equipment used for water distribution and waste water disposal.
- Assemble, install, test, troubleshoot and repair electrical wiring, fixtures, control devices and related equipment in buildings and other structures.
- Perform general carpentry using hand and power tools to repair and build structures using necessary materials, such as wood, sheetrock, roofing, painting, and glass installation.
- Assist in other skilled tradesman to complete projects that require multiple departments to work together.
- Maintain inventory on tools and parts specific to assigned trade.
- Perform other duties as assigned.

**Knowledge, Abilities, and Skills:**

- Knowledge of the methods, practices, and safety precautions in one or more of the skilled trades.
- Knowledge of the accepted practices, processes, materials, and tools of the various skilled trades.
- Knowledge of the laws and regulations relating to one or more of the skilled trades.
- Ability to provide mathematical and analytical skills necessary to do material estimates for one or more of the skilled trades.
- Ability to read and interpret blueprints, manuals, schematics, building plans, and/or work drawings.
- Ability to understand verbal and written instructions.
- Ability to maintain inventory on needed parts and tools for one or more of the skilled trades.

**Salary:** Salary is determined by education and experience. A generous fringe benefits package is included.

**Application Deadline:** Review of applications will begin immediately and will continue until the positions are filled. Interviews may occur throughout the application period.

**Application Procedure:** Interested candidates should submit a cover letter, resume and completed application (available at [www.anc.edu/jobs](http://www.anc.edu/jobs)) to [thampton@smail.anc.edu](mailto:thampton@smail.anc.edu) or mail to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109.** Applicants applying for a position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire. For more information, contact (870)762-3121.

**Date of Announcement:** February 15, 2022

*ANC is an affirmative action, equal opportunity employer.*