Student Assistant – Maintenance Worker

General Position Responsibilities:

- Assist full time staff in all general maintenance activities
- Change out air filters and work with HVAC technician doing preventative maintenance
- Safely use required tools and machines to complete job tasks
- Install bulletin boards
- Work out of a work order system. Daily communication with supervisors and staff. Submit paperwork in a timely manner
- Inspect and clean mechanical rooms
- Assist with make ready of student rooms
- Perform and/or assist Mechanic Technician in the repairs of plumbing, electrical, HVAC, painting, carpentry and other trades as needed or qualified

Typical Evidence of Required Knowledge and Skills:

- Ability to accurately perform tasks
- Ability to work well with both individuals and groups
- Ability to communicate effectively with staff supervisors, residents and students
- Ability to work safely
- Ability to lift, push and pull up to 50 pounds

Working Conditions:

- Exposure to construction hazards, including fumes from paints and thinners, extreme temperatures, noise and heights
- Exposure to adverse weather conditions
- Climb and work from ladders

Employment Timeframe:

- Up to 40 hours per week
- This is a temporary position
- Anticipated dates:
  - On campus - May 16th until August 12th
  - University Apartments – June 5th until September 29th

Work Locations:

- Main Campus (various locations)
- University Apartments

Rate of Pay:

- Starting at $8.25 per hour