

## Summer Maintenance Assistant

Residential Life

UMBC

The Maintenance Assistant (MA) is responsible for the upkeep and repair of the physical environment in all residential facilities. The MA will need general mechanical and maintenance skills. Training will be required to acquaint the MA with the equipment and techniques necessary to do the job. MAs are supervised by the MA manager, Assistant Coordinator and Assistant Director of Residential Facilities.

### PREFERRED SKILL SET AND EXPERIENCE

1. Customer service experience
2. General mechanical/maintenance skills
3. Solid organizational/administrative skills
4. Ability to work effectively as member of a team

### SPECIFIC RESPONSIBILITIES

1. Complete minor repairs in rooms, apartments, hallways, stairways and all public areas
2. Assist with the opening and closing of the residential facilities at designated periods
3. Keep the reception desk supplied with toilet paper.
4. Visit the Residential Life office daily to collect maintenance forms and other work orders
5. Complete administrative duties promptly (i.e. return of completed or referred work orders)
6. Use office/building keys appropriately and escort contractors
7. Attend weekly staff meetings
8. Participate in 24-hour, 7-day-a-week duty coverage
9. Be on-site during conference registrations; be on-call during conferences to provide response to concerns and guest requests
10. Maintain reasonable maintenance response time when on-call
11. Perform other tasks assigned by the Residential Life associate staff
12. Read apartment meters on a monthly basis (if applicable), change HVAC filters and smoke detector batteries
13. Assist PAs with large-scale summer projects
14. Perform other tasks as requested including lifting, moving, cleaning as well as other tasks assigned that may assist other Residential Life staffs during busy times

### DATES AND TERMS OF EMPLOYMENT

- Approximately: May 23rd, 2016 – August 24th, 2016
- Work Week: 30+ hours (9:00 AM - 4:00 PM)
- Participation in duty rotation (5 PM – 7:30 AM weekdays, 5 p.m. – 5 p.m. (24 hours) weekends)

### OTHER IMPORTANT DATES

- Move-in May 23<sup>rd</sup> 2016

### CRITERIA FOR EMPLOYMENT

To receive full consideration, applicants for the Maintenance Assistant position:

1. Must be in good academic standing and may not be on academic or conduct probation with the University - (2.25 semester and cumulative GPA or higher)
2. Are prohibited from taking additional employment during their appointment
3. **Are prohibited from taking any summer classes**
4. Must be available to work evening and weekend hours as required.
5. Positive work performance in former Residential Life position(s) may be a part of the selection process.
6. Preference will be given to applicants who have previous Residential Life experience

### COMPENSATION

Salary: \$10/hr

On campus housing + 5 meals/week