Title: Student Building Maintenance Assistant
Department: Facilities Management
Reports to: Craftworker Supervisor
Appointment: Summer
Remuneration: Hourly Wage: $8.00 per hour (effective 5/15/16)

Position Summary
The Student Building Maintenance Assistant is an undergraduate student employee working in the academic and residential buildings on campus to assist permanent staff in construction and maintenance duties. This position requires working hours starting at 7:00 a.m. until 3:30 p.m., Monday through Friday.

Responsibilities
A. Assist in the construction of new walls, office partitions, ceiling replacements, door installations, and other related tasks.
B. Assist in the demolition and disposal of walls, ceilings, floor coverings, and other related items as needed.
C. Assist in the delivery of building materials to jobsites and other related tasks.
D. Maintain equipment and tools in safe operating order on a daily basis to include cleaning and minor repairs or adjustments; report any deficiencies immediately to supervisor.
E. Maintain all personal protective equipment in good operating condition.
F. Keep all work areas neat and orderly; practice good housekeeping.
G. Perform minor repairs and routine maintenance or additional duties as assigned.
H. Attend meetings, seminars, safety training, etc.
I. Maintain work records and data log of jobs, materials, and time frame.

Qualifications and Conditions of Employment
A. Must be enrolled as a full-time student during the period of employment.
B. Minimum cumulative grade point average of 2.25 or higher before and during employment.
C. Must possess the physical strength, stamina, and flexibility to perform
required work including being able to bend, stoop, kneel, crawl, climb stairs, ladders or scaffolding, work on one’s feet for long periods of time, including frequent lifting of up to 50 pounds or more, and walk significant distances between and within buildings on campus.

D. Must have the ability to perform work in hot, cold, dirty, dusty, or noisy working conditions that are distracting and uncomfortable.

E. Must have the ability to work with personal protective equipment (PPE) on such as eye protection, hearing protection, hard hat, gloves, or dust mask as required.

F. Must have a current and valid driver’s license.

**Knowledge, Skills, and Abilities**

A. Communicate effectively with supervisor, co-workers, contractors, and customers.

B. Exercise good judgment at all times.

C. Organize work tasks logically and efficiently.

D. Recognize safety concerns and adhere to safety procedures.

E. Recognize and communicate building problems and concerns.

F. Use or learn to use various hand tools or equipment.

G. Work independently or as part of a group.

H. Ability to obtain State vehicle driving approval.

I. Read and follow directions on labels as required.