

# Summer Maintenance Assistant Job Description

## UMBC Residential Life

The Maintenance Assistant (MA) helps with the upkeep and repair of the physical environment in all residential facilities. The MA will need general mechanical and maintenance skills in order to complete various tasks. MA's are supervised by the Lead Maintenance Assistant, Assistant Facilities Coordinator, and the Facilities Coordinator(s).

### PREFERRED SKILL SET AND EXPERIENCE

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

### SPECIFIC RESPONSIBILITIES

1. Complete work orders 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. Complete administrative duties promptly (i.e. return of completed or referred work orders)
5. Use office/building keys appropriately and escort contractors
6. Attend weekly staff meetings
7. Participate in 7-day a week duty rotation
8. Maintain reasonable maintenance response time when on-call
9. Perform other tasks assigned by the Residential Life associate staff
10. Change HVAC filters and smoke detector batteries
11. Assist PAs with large-scale summer projects
12. Perform other tasks as requested including lifting, moving, and cleaning based on the task
13. Other tasks assigned by Residential Life Staff

### DATES AND TERMS OF EMPLOYMENT

- May 25th, 2020 – August 21st, 2020
- Work Week: 40+ hours (8:30 AM - 5:00 PM)
- Participation in duty rotation (5 PM – 7:30 AM weekdays, 5 p.m. – 5 p.m. (24 hours) weekends)
- Duty rotation will be established by the supervisor during training

### OTHER IMPORTANT DATES

- Move-in May 25th, 2020

### CRITERIA FOR EMPLOYMENT

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

- 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)
- **Are prohibited from taking additional employment during their appointment**
- **Are prohibited from taking any summer classes**
- Must be available to work evening and weekend hours as required.
- Positive work performance in former Residential Life position(s) may be a part of the selection process.
- Preference will be given to applicants who have previous Residential Life experience
- Must attend a Human Resource session before the start of the appointment

### COMPENSATION

New MAs: \$12.85 per hour – Includes \$500.00 one-time flex Returning MAs: \$13.10 per hour – Includes \$500.00 one-time flex. There is no additional compensation for the duty rotation