

Building Maintenance Assistant

Event Services: Facilities Management, Carolina Union

JOB DESCRIPTION:

Work under the direct supervision of the Building Maintenance Tech at the Carolina Union to assist in maintaining the day-to-day routine upkeep of the Carolina Union facility. In addition, this staffer is encouraged to view position as a training program for advancement to a Supervisor position. Attendance at scheduled staff meetings and training sessions is required. Must be available nights and weekends.

Grade 3, Step 1 or 2 based on experience (8-10 hours/week; must have availability a minimum of 3 days/week)

RESPONSIBILITIES	<ul style="list-style-type: none"> • Provide support to the Building Maintenance Tech on a daily basis. • Assist in daily building maintenance to include painting, changing light fixtures and plumbing. • Assist in identifying potential maintenance /facility issues at the Carolina Union. • Other duties as assigned
INTENDED LEARNING OUTCOMES	<p><i>As a result of employment in this position, students will:</i></p> <ul style="list-style-type: none"> • Comprehend Maintenance and Facilities operations • Understand how to operate power and hand tools • Assess preventive maintenance measures
REQUIREMENTS	<ul style="list-style-type: none"> • Previous experience or knowledge of hand tools • Some knowledge of maintenance and building trades is preferred but not essential. • Knowledge of Carolina Union guidelines and procedures • Communication skills, maturity, attention to detail, professionalism, initiative, teamwork and a positive attitude are required.
CEIA COMPETENCIES	<ul style="list-style-type: none"> • Communication • Critical Thinking • Integrity