



## **Maintenance Assistant Position Description**

### **Basic Function**

The Maintenance Assistant (MA) position is a full-time live-in position responsible for assisting the Office of Housing and Residence Life in a wide variety of maintenance and construction trades. The Office of Housing and Residence Life provides on-campus housing for approximately 4,200 students in 47 facilities.

### **Minimum Qualifications**

1. Must have some mechanical ability and able to lift 50lbs easily.
2. Possess capability to work in 3- 6 story residence halls, some of which have no elevators, and be physically able to perform maintenance duties.
3. The ability to communicate effectively, possess a team-oriented philosophy and positive attitude.
4. Be a student in good academic and behavioral standing at FGCU.
5. Completed at least 12 credit hours of college coursework by May 1, 2014 and one semester of college coursework at FGCU.
6. Must live in provided on-campus housing

### **Special Position Notes**

Finalists must successfully complete a criminal record check, which requires fingerprinting. It is **required** that MAs not take traditional on-campus classes during all Summer Sessions. Virtual courses within these sessions are permitted. While MAs are not required to be enrolled in any courses during the summer 2014 term they must have been enrolled for Spring 2014 term and plan to enroll for Fall 2014 term. No MA will be permitted to work another job.

### **Specific Duties and Responsibilities:**

- Replace and repair common materials inside apartments (i.e. light bulbs, receptacle plates).
- Paint and patch repair work.
- Move furnishings such as sofas, chairs, bed frames, mattresses, etc.
- Small appliance repair.
- Day shifts from 8am- 4pm or 9am-5pm and some weekends.
- Assist maintenance mechanics in other duties as assigned.

### **Maintenance Assistant Expectations**

1. Live in provided on campus housing.
2. Attend and participate in all training, preparation and debriefing sessions.
3. Able to take direction from maintenance mechanic staff.
4. Complete an accurate time sheet as required by the Assistant Director of Housing Operations.
5. Must be available to work May 5 until July 31.

### **Remuneration**

- \$3000 stipend w/ on campus housing

**If you have any questions please contact Ron Dalton at 590-1326.**

**Application Deadline: March 28, 2014, Office of Housing & Residence Life**