



## University Center Job Description

# MAINTENANCE CREW

**Job Title:** UCen Maintenance Crew

**Department:** UCen Administration

**Reports to:** Maintenance Manager

**Rate of Pay:** \$16.25 per hour

**Schedule:**

This position will be staffed Monday-Friday, 6:00am to 3pm.

**Qualifications:**

Must be able to adjust to situations as they arise. Under supervision, will work with construction related equipment including hand and power tools, as well as chemicals and cleaning agents. Willingness to learn new skills. Must be able to lift 50 lbs. Student employee is responsible for maintaining and approving their electronic timecard each pay period.

**Statement of duties:**

Assist supervisors in performing routine building maintenance and new construction projects at the University Center and related buildings. Skills assisted include painting, electrical, plumbing, carpentry, tiling, drywalling, masonry, restaurant equipment repair, troubleshooting, ect. Previous experience is desired but not necessary.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

# WEEKLY SCHEDULE

Name: \_\_\_\_\_

Quarter: \_\_\_\_\_

Desired Hours per Week: \_\_\_\_\_

- 1) Please cross out any times when you are in class or have other obligations, such as sports, club meetings, internships, etc.

	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.
6:00a							
7:00a							
8:00a							
9:00a							
10:00a							
11:00a							
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12:00a							
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2:00a							

Signature \_\_\_\_\_

Date: \_\_\_\_\_