



## COLORADO STATE UNIVERSITY RESEARCH FOUNDATION

### SEASONAL MAINTENANCE ASSISTANT - Position Description

**Nonexempt/Part-Time**

**Reports To:** Maintenance Lead, Prospect Plaza Apartments

**Location:** 304 S Prospect Road

**Seasonal:** May through August

**Role Summary:** This seasonal position is essential to the Apartment maintenance team to ready the apartment complex for new student tenants and provide a quality living experience for all residents. This job requires dedication and commitment to maintenance duties and team.

### ESSENTIAL FUNCTIONS

- Assist moving furniture in/out of apartments as facility is readied for new tenants.
- Assist repairs and maintenance of multi-unit facilities as instructed. Tasks include drywall repair, painting, filter replacement, minor plumbing, furniture repair and general landscaping and trash cleanup.
- Assist maintenance of tools, vehicles, equipment and materials in a manner that promotes safe and efficient completion of tasks. Assist with ordering materials.
- Actively participate in meetings.
- Comply with all established standards, applicable health and safety rules and regulations, as well as applicable local, state and federal laws.
- Communicate with Maintenance Lead about construction tasks, field conditions, repair methods, variations to plans, etc. Exchange may be verbal, visual, graphic or written form.
- Assist office staff as needed with postings/notices/communications on resident doors.
- Assist inventory and documentation of materials to ensure efficient task completion. Contact appropriate parties to rectify shortages or discrepancies. Ensure maintenance supplies are stocked.
- Assist providing daily maintenance service to resident apartments.
- Assist building and grounds inspections to ensure safety and cleanliness, alerting Maintenance Lead to items that need to be repaired.
- Ensure excellent customer service to current and prospective tenants and promote a quality living experience for all residents.
- Responsible for accurate and timely paperwork related to duties and responsibilities.
- Adhere to safety policies and procedures, including the use of back brace, safety goggles and gloves.
- Also perform other duties as assigned by management.

### Knowledge, Skills and Abilities:

#### Education

High School diploma or equivalent.

#### Experience

- One-year experience in maintenance related work.

- **PREFERRED:** Three years of general maintenance experience. Familiarity with maintenance of a large-scale multi-family apartment complex.
- Good organizational, time and management skills for effective handling of multiple priorities and diverse residents.
- Good oral and written communication.

### **Expectations**

- Good organizational and time-management skills.
- Ability to perform basic mathematical functions, multi-task, make quick and effective decisions, cope with and defuse situations involving angry or difficult people, flexibility and creativity in a variety of situations and maintain confidentiality.
- Consistent, effective, professional interaction with a broad range of tenants and coworkers.
- Communicate effectively and timely utilizing a variety of written, oral and listening skills.
- Promptly identify, communicate issues to Maintenance Lead.
- Demonstrate professional behavior consistent with the organization's values and business practices including teamwork, creativity, honesty, integrity, consideration, discretion, and tact.
- Self-motivated with the ability to work independently, setting priorities and managing time effectively.
- Ability to interpret and apply fundamentals of apartment maintenance as appropriate.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in a maintenance facility and within an apartment complex.
- Ability to work with a sense of urgency and a flexible schedule as required to complete tasks.
- Use of personal vehicle for travel; company pays standard mileage rate for work related activities.
- Physical ability necessary to pull, push, lift, and twist in the process of moving furniture; weight ranges in repetitive loads vary from 10 to 100+ pounds. Climb ladders, enter crawl spaces in the performance of duties. Ability to use standard maintenance equipment safely, as well as property equipment.
- Exposure to noise, vibrations, weather conditions, as well as working in confined or restricted spaces.

*Note: The noise level in the work environment is usually moderate with occasional exposure to loud environments when using power equipment.*

***This position is an at-will position in accordance with the laws of the state of Colorado and the United States federal government. This job description is not a complete statement of all duties and responsibilities comprising this position.***