



## **CSURF SEASONAL MAINTENANCE ASSISTANT**

**Reports To:** Maintenance Lead

**Location:** Prospect Plaza Apartments 304 W Prospect Road, Fort Collins, CO 80526

### **Company:** Colorado State University Research Foundation (CSURF)

CSURF is a private, not-for-profit Colorado corporation, legally separate from Colorado State University. CSURF exists to support and serve the Colorado State University System through intellectual property management & technology transfer services, strategic real estate management & development services, and special project oversight & operational management.

### **POSITION SUMMARY**

**Job Type:** Nonexempt, Part-Time, Seasonal

**Schedule:** May 1, 2021 – August 31, 2021, Monday - Friday, 8:00 a.m.-5:00 p.m.

**Hourly Rate:** \$13.00/hour

### **QUALIFICATIONS**

#### **Education**

High School diploma or equivalent.

#### **Experience**

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

### **ESSENTIAL JOB DUTIES**

- 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 may include drywall installation and 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.
- Exchange information with Maintenance Lead with regard to construction tasks, field conditions, repair methods, variations to plans, etc. Exchange may be verbal, visual, graphic or written form.
- Assist office staff as requested with postings/notices/communications on resident doors.
- Assist inventory of and documenting 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 inspections of building and grounds 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 CSURF safety policies/procedures, including use of back brace, safety goggles and gloves.
- Listen to instructions and take direction from supervisor and coworkers; follow thru and completion of all tasks assigned.
- Also perform other duties as assigned by management.

### **Work Environment**

- Work in a maintenance facility and within an apartment complex with no elevator.
- Work with a sense of urgency and a flexible schedule as required to complete tasks.
- Physical ability is necessary to pull, push, lift, and twist, in the process of moving furniture; weight ranges in repetitive loads vary from 10 to 100+ pounds. Must also be able to climb ladders and enter crawl spaces in the performance of duties.
- Use of standard maintenance equipment safely, as well as property equipment.
- Exposure to noise, vibrations, weather conditions, as well as working in confined or restricted spaces. Standard rate for mileage reimbursement.

### **Job Posting expires when position is filled.**

To apply, please send cover letter, resume and list of at least three references via email to [CSURF\\_Human\\_Resources@mail.colostate.edu](mailto:CSURF_Human_Resources@mail.colostate.edu)

or mail to: CSURF/Human Resources P.O Box 483 Fort Collins, CO 80522

No phone inquiries please.