



UAB Student Housing

Student Maintenance Assistant

Job Summary

Performs skilled maintenance, repair, adjustment and minor construction within both the interior and exterior of the residence halls to ensure facilities are properly maintained to meet UAB Student Housing standards. Assist in training and acclimation of less-skilled employees in facilities maintenance trades. Assist management in identifying areas of improvement, project planning and preparation, identifying staff training needs, and inventory management. Duties may fall into a variety of trades, including janitorial, sanitation, carpentry, painting, plumbing, electrical, mechanical, fire and life safety and keys/security systems.

Distinguishing Characteristics

The position of Student Maintenance Assistant with the department of Student Housing exceeds expectations of a typical maintenance employee. It is distinguished by the responsibility for a wide variety of both routine and non-routine assignments across multiple trades. Due to the nature of the environment a high-level of professionalism and interpersonal skills are required. Position incumbents provide input to management regarding the work, including participating in planning maintenance work, and investigating and resolving unusual situations.

Typical Duties and Responsibilities (May perform some or all of the duties listed below).

- 1 Maintain a variety of furniture within the residence halls. Assist in removal, relocation, and repair/replacement of furniture as needed.
- 2 Maintains a broad working knowledge of materials, chemicals and equipment related to maintenance of Student Housing facilities.
- 3 Knows and understands all safety procedures of the university and Student Housing department.
- 4 Operates department vehicles and is responsible for vehicles safe operation and reporting any observed maintenance needs.
- 5 Operate equipment with small engines/motors such as power washers, carpet cleaners, and other general landscaping equipment.
- 6 Performs other duties as assigned.



Work Environment and Physical Requirements

Work is performed both indoors and outdoors with exposure to various weather conditions. Position involves frequent bending, standing, kneeling, climbing ladders, reaching below and above shoulders, and lifting of heavy objects and equipment while performing job duties. Wrist, hand and finger dexterity is required to operate various equipment and materials.

Minimum Qualifications

Anticipated high School diploma or GED required. Must have a valid driver's license for operation of a motor vehicle in Alabama and possess an acceptable driving record. Must currently be enrolled, and in good standing, at an accredited public or private high school or admitted/currently enrolled at UAB to be eligible for employment.

Skill Development

Students who serve in the role of Student Maintenance Assistant will develop a wide variety of transferable life skills that will benefit them in their future academic careers and beyond. Notable transferable skills a student employee serving in this role can expect to develop:

- **Problem Solving-** Student will be assigned a wide variety of tasks and placed in situations which will require critical thinking and decision making. Most assigned tasks can be accomplished in a variety of ways, but we empower the student to assess each situation and determine the best solution.
- **Active Listening/Independence-** Supervisors will provide thorough instructions and guidance when assigning tasks however students will often work independently when completing assignments. This requires exceptional active listening skills when receiving detailed instructions.
- **Communication-** Student will be exposed to a wide variety of scenarios requiring them to communicate effectively. Often tasks will require communication with customers, vendors, colleagues, and other campus partners.
- **Multitasking-** Given the nature of a seasonal position (summer semester), there is a limited amount of time available to complete a very comprehensive list of task and projects. Students will often be required to think critically in order to complete multiple assignments at any given time.
- **Teamwork-** Students will be serving on a staff of 5-12 individuals. Although many tasks can be completed while working independently, many assignments will require a group effort. Students will develop a wide variety of skills while working in a group environment including communication, trust, support and respect.