CAMPUS EMPLOYMENT JOB POSTING

FOR MORE INFORMATION CONTACT
ADMINISTRATOR CAMPUS EMPLOYMENT
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JOB TITLE	**MAINTENANCE ASSISTANT**
DEPARTMENT	**Campus Living Centre Residence**
PROGRAM RELATED	**N/A**

QUALIFICATIONS

- Currently enrolled as a student in good standing.
- Ability to work independently and as part of a team.
- Possess good attention to detail and organizational skills.
- Good communication and interpersonal abilities.
- Ability to perform tasks requiring cardiovascular endurance and stair climbing.
- Willingness to learn and follow instructions.

DUTIES

Compliance and Safety:

- Work in compliance with Occupational Health and Safety Act.
- Adhere to all safety protocols and procedures while performing job duties.
- Report any safety hazards or concerns to the supervisor immediately.

Assist Maintenance Team:

- Assist current team in preventative maintenance of the buildings.
- Assist in performing building rounds.
- Assist in completing daily repair requests such as drywall repairs, painting etc.

Customer Service:

- Provide friendly and professional customer service to residents, guests, and staff.

Documentation and Reporting:

- Keep accurate records of maintenance activities as needed, including reporting assigned work status to supervisor.
- Report any maintenance issues or damages to the supervisor for resolution.
- Document any incidents or accidents.

VACANCIES	1	JOB START DATE	As soon as possible
PAY RATE	$16.55/hr	JOB END DATE	August 16, 2024
DEADLINE TO APPLY	Open until filled		
HOURS	As scheduled to a maximum 120hrs per eligible semester		

HOW TO APPLY:

Complete the Campus Employment Application Package online, and ensure to attach your resume and class schedule. Upon hiring, all applicants must complete the Worker Health and Safety Awareness in 4 Steps training program, or provide proof of certificate from previous completion. VISIT succi.com/student-jobs