

CALIFORNIA STATE UNIVERSITY, FRESNO ASSOCIATION, INC.

Position Title: Building Maintenance Assistant- Student

Department: University Student Union

Hours: 15-20 hours per week, weekly hours may vary. Week days after 4pm and weekends.

Pay Rate: Minimum Wage

Reports To: Building Maintenance Supervisor

I. GENERAL RESPONSIBILITIES: Under the direct supervision of the Building Maintenance Supervisor, aids in the overall operation, maintenance and repair of the University Student Union and Satellite Student Union facilities. Duties include, but not limited to, assisting in the daily upkeep of facility lighting, structure, lane and pinsetter maintenance, and overall facility housekeeping. Occasional custodial-related tasks may also be required of the position.

II. SPECIFIC RESPONSIBILITIES

- A. Assists the Maintenance Supervisor with daily inspection and upkeep of facility lighting, completes routine lighting upkeep as needed, and assists the Building Maintenance Technician with light fixture repairs.
- B. Aids the Building Maintenance Supervisor in the daily repair and maintenance of bowling lanes, pinsetters, and related equipment. Assists in maintaining proper operation of bowling pinsetters during business hours, logs all problems and comments as to the operation of each pinsetter, and cleans and maintains pinsetters as outlined by the Building Maintenance Supervisor. Also performs daily lane maintenance duties as outlined by the Building Maintenance Supervisor.
- C. Assists in minor structural repairs and maintenance of wall surfaces, floor coverings, and building fixtures.
- D. Work effectively with coworkers, customers, and others by sharing ideas in a constructive and positive manner; listen to and objectively consider ideas and suggestions from others; keep commitments; keep others informed of work progress, timetables, and issues; and address problems and issues constructively to find mutually acceptable and practical business solutions.
- E. Must be dependable, responsible, personable, friendly, and work well with diverse populations, including faculty, staff, students and the general public.

III. MINIMUM QUALIFICATIONS

- A. Must be a Fresno State student: student employment opportunities are for students currently enrolled at Fresno State. *Undergraduate* students must be enrolled in a minimum of six (6) semester units and have a minimum cumulative GPA of 2.00. *International undergraduate* students must be enrolled in a minimum of twelve (12) semester units, have a minimum cumulative GPA of 2.00, and able to provide documentation of appropriate and required work forms. *Graduate* students must be enrolled in a minimum of four (4) semester units and have a cumulative GPA of 3.00. *International graduate* students must be enrolled in a minimum of nine (9) semester units, have a minimum cumulative GPA of 3.00, and able to provide documentation of appropriate and required work forms.

IV. SPECIFIC SKILLS

- A. Prior related experience preferred (i.e. tools used in building, electrical, and machine trades).
- B. Must be able to lift a minimum of 30 pounds.