MAINTENANCE LABORER

Department:

- University Apartments
- On the 80 Bus Line

Hours of Work:

- Full-time (40 hours/week)
- 7:00am – 3:30pm, Monday - Friday
- May be some required Saturday and/or Sunday overtime shifts throughout the summer

Dates of Employment: May 18, 2015 - August 21, 2015

Orientation Date: May 18, 2015

- Report at 7:00am to: Alan Curtis at the Apartment Facilities Office, 2902 Haight Road, Madison WI 53705

Compensation: $9.45 per hour

Number of Positions Available: 5

Perks:

- Work on campus, close to academic buildings, housing and UW resources
- Enhance your problem-solving and customer service skills
- Sharpen your interpersonal communication skills in a team-oriented workplace
- Gain valuable employment experience
- Work in a fun and challenging atmosphere
- Free parking available to student employees
- On the Route 80 bus line
- University Apartments short-sleeve uniform shirts provided

Required Dress: All employees will wear clothing appropriate for the work planned and must be neat/clean and have no holes/tears. This consists of the following:

- Shirts may be short sleeve with hemmed sleeves. Sleeveless shirts must have adequate neckline & underarm coverage. All shirts must have full mid drift coverage. Shirts must be worn at all times. (Eagles Wing staff must wear shirts with sleeves). Shorts should be neatly hemmed and provide adequate coverage, no shorter than mid-thigh (no spandex style or other tight fitting shorts, pants or shirts).
- Foot wear must be worn at all times (no open toe shoes).
- Jewelry & piercings may be required to be removed for safety provisions. Logos/graphics/wording on clothing must not be offensive. Tattoos, if visible, must not be offensive.
- A University Apartments picture ID tag must be worn at all times.
Responsibilities:

University Apartments is committed to demonstrating our Division of University Housing Core Values: Care in how we approach people and our work; Creativity; Excellence; Integrity; Optimism, focusing on opportunities and positive outcomes; Respect; and Stewardship of human, financial and natural resources. Below is a list of job responsibilities:

- Assist in minor maintenance to mechanical equipment, architectural building components and grounds. Gather equipment data from various Housing facilities.
- Assist mechanics and facilities staff when required.
- Direct and assign maintenance tasks to student laborers when required.
- Provide occasional office support assistance, filing and phone coverage. Perform data entry into work order system.

Knowledge & Skills:

- Some level of mechanical aptitude.
- Customer service and communication skills.
- Ability to work independently and be self-motivated.
- Experience using hand tools preferred.
- Knowledge of Windows-based programs and email

Special Requirements:

- Frequent lifting of objects weighing up to 50 pounds is required.
- Standing or working in one spot for long periods of time; bending, stooping and squatting is required.
- A valid unrestricted driver’s license which meets UW Risk Management standards is required.

Application instructions: To apply, go to https://onlineservices.housing.wisc.edu/hronlineapp/index.jsp (under Summer 2015) to submit your online application. Include a résumé, work history and references

Deadline Date: Apply by 11:59pm on Sunday, March 15, 2015 to ensure priority consideration.

Exceptions to the above information will be considered on a case by case. Contact University Housing Human Resources at hr@housing.wisc.edu.

University Housing values diversity and is an Equal Opportunity/Affirmative Action Employer 02/15