Maintenance Laborer
Residence Hall Facilities

Department: Residence Halls Facilities

Dates of Employment: May 16, 2016 – August 27, 2016

Compensation:
- $9.45 per hour

Hours:
- Full Time (40 hours/week)
- 8:00 am.– 4:30 pm. Monday-Friday

Orientation Date:
- Southeast: Report to Sellery Hall, Room B-19 on May 16, 2016 at 8:00 am.
- Lakeshore: Report to Turner Hall, Room B-111 on May 16, 2016 at 8:00 am.

Qualifications:
- Satisfactory results of a confidential criminal background check may be required.
- Must be able to regularly lift objects weighing approximately 50 lbs.

Position Summary: Maintenance Laborer Returner works on a team to provide a safe and comfortable environment for guests and students to live, study and play, while providing excellent customer service. Assists the Maintenance Laborer Lead with the execution of assignments to prepare residence hall buildings for guest occupancy. Perform the installation of window air conditioners, and make necessary repairs in residence rooms to prepare for guest occupancy.

Supervisor: This position is supervised by the Maintenance Laborer Lead.

Duties & Responsibilities:
Division of University Housing is committed to demonstrating our Division of University Housing Core Values: Care in how we approach people and our work; Creativity in solving problems; Integrity in our interactions with staff and customers; Optimism, focusing on opportunities and positive outcomes; Respect for the differences, strengths, and potential in people; Stewardship of human, financial and natural resources; and Excellence in customer satisfaction and communication:

- Assist the Maintenance Laborer Lead with the execution of assignments to prepare residence hall buildings for guest occupancy. Perform the installation of window air conditioners, and make necessary repairs in residence rooms to prepare for guest occupancy.
- Participate in student laborer air conditioner installations, removals, and troubleshooting of issues.
- Work collaboratively with Student Laborer Lead to inspect work areas.
- Be professional and helpful at all times, communicate clearly and accurately, report building maintenance issues, follow-up with customers as needed.
- Personally perform as well as assist other student and career staff in completing:
  - Moving, installation, storage, and removal of window air conditioners as required.
- Working with Student Laborers in performance of maintenance projects, including cleaning of air conditioners, cleaning of drier vents, repairing of window screens, and other maintenance work as assigned.
- Preparing rooms for conference guests, including minor room repairs and general maintenance.
- Participate in general project work, including equipment moving, storage room clean-outs, hauling of trash and scrap to recycling areas, moving of bicycle racks.

- Other duties as assigned.

Knowledge & Skills:
- Current or previous residence halls laborer experience preferred.
- Ability to collaborate and communicate with a variety of people.
- Ability to work independently and collaboratively.
- Interpersonal and organizational skills.

Application Instructions:
- To apply, go to https://onlineservices.housing.wisc.edu/hronlineapp/index.jsp (Summer 2016) and submit your online application, including work history and references.
- Priority consideration deadline is 11:59pm on Wednesday, March 30, 2016.

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