|  |  |
| --- | --- |
| **Title of Position** | Heavy Equipment Technician Assistant  |
| **Department** | SENRS |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.09 Assist with inventory tracking and monitoring (ie. equipment and supplies)

3.00 Assist with daily cleaning and maintenance of classroom and/or lab space and equipment (cleaning, organizing, servicing, inventory and sign out of equipment)

3.02 Assist with classroom set-up and/or lab preparation and closing procedures

5.01 Assist with loading/unloading of supplies and materials

5.04 Move and transport furniture, supplies and equipment as required

**Qualifications**

* Current student of Fleming College
* Good organizational skills, with the ability to multi-task
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail
* Ability to lift and move items that can weigh up to 30lbs