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| **Title of Position** | Residence Maintenance Assistant |
| **Department** | Housing Services |

**Primary Job Duties**

**Inventory No. / Job Task Details**

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

5.00 Assist with routine maintenance and cleaning tasks as required

5.02 Manual labour requiring the use of basic tools and equipment and lifting up to 30Ibs

5.04 Move and transport furniture, supplies and equipment as required

5.05 General outdoor grounds maintenance (could include: sweeping, raking and leveling ground, shovelling snow, road repair)

5.10 Assist in painting, carpentry and maintenance at college owned buildings and structures

**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