**Title of Position:** Residence Maintenance Worker

**Division/Department**: Housing Services

**Job Duties**

* Replace HVAC filters and belts and assist as required
* Remove and clean vents throughout all of the buildings in Residence
* Assist with the preparation of the Residence for Fall intake of students
* Assist Residence Maintenance Staff with tasks such as removal and replacement of trim, electrical covers and minor drywall repairs
* Assist with moving furniture and resources
* Assist with manual labour which can include sweeping entrances, raking, planting, weeding and watering flowers
* Assist with set up and tear down for conference activity i.e. making beds, moving beds, conference laundry
* Assist with quality checks of residence furniture which will include maintaining inventory of all items in suites and bedrooms. Ensure that furniture is in good working condition

**Qualifications**

* Must be a current Fleming student AND must be a returning Fleming student in the following September
* Knowledge of safe working procedures
* Incumbent will possess some mechanical aptitude to perform a variety of mechanical tasks including use of hand tools for the role (i.e. shovels, rakes, hammers, saws, screw drivers, drills)
* Ability to lift, carry, hold, bend and stoop, as well as load and unload materials and equipment
* Ability to lift a minimum of 50 lbs and be able to climb 4 flights of stairs on a regular basis
* Ability to carry out basic oral and written instructions with minimal supervision
* Good communication and customer service skills to deal effectively with staff and the public
* Safety boots required (eye and ear protection supplied)
* Ability to work outdoors in fluctuating weather conditions

**Additional Information ie special equipment or travel**