

Summer Maintenance Manager
Residential Life
UMBC

The summer Maintenance Assistant (MA) Manager will monitor and ensure all facilities and grounds are maintained and in good repair during Residential Life conference season and summer school. The MA Manager will provide supervision of five MAs and assist in the coordination of maintenance projects as it relates to the summer conference programs, summer school and fall opening. The MA Manager will work with RL facilities staff and other summer managers to monitor all daily operations and projects as it relates to Residential Life facilities and conferences. The MA Manager will respond to maintenance requests and emergencies, act as liaison to Community Directors, and coordinate guest services and building preparation with the Coordinator for Summer Conferences. The MA Manager will schedule and coordinate project work for MA staff for 30+ hours per week. Supervised by the Assistant Coordinator and Assistant Director of Residential Facilities in concert with the Coordinator for Summer Conferences.

PREFERRED SKILL SET AND EXPERIENCE

1. Management experience or previous work within Residential Life
2. Customer service experience
3. General mechanical/maintenance skills
4. Strong organizational/administrative skills
5. Ability to work effectively as member of a team

SPECIFIC RESPONSIBILITIES

1. Ensure that rooms and facilities are prepared for guests and students
2. Work to ensure that maintenance problems are corrected on a regular basis, and that major repairs are reported to the Residential Life Office
3. Assist in developing a cleaning/maintenance schedule for conference and summer session facilities
4. Conduct regular inspections of maintenance work to ensure quality control
5. Monitor rooms prior to conference check-ins and check-outs and ensure work orders are completed based off the inspection facilitated by CAs
6. Conduct staff meetings weekly
7. Monitor special setup needs or arrangements for each conference group
8. Address project work or maintenance concerns as it relates to conferences and daily facilities operations
9. Supervise the procurement and distribution of all tools and equipment necessary for maintenance work
10. Maintain records and logs of maintenance repairs and projects
11. Monitor MA non-complete reports
12. Develop work schedules, work assignment schedules, and duty schedules for MAs
13. Perform other tasks as requested including lifting, moving, cleaning as well as other tasks assigned that may assist other Residential Life staff during busy times
14. Assist in the application, interview and selection processes for Conference, Project and Maintenance Assistants.
15. Supervise staff with informal feedback throughout the summer. Advise Assistant Coordinator and Assistant Director on staff performance
16. Help develop incentives to increase staff retention, productivity, and morale
17. Conduct daily MA summer staff meetings
18. Attend weekly Summer Conference Operations meetings with other managers and staff

19. Respond to emergencies and assist with guest concerns during evening and weekend hours on an on-call basis and participate in MA duty rotation
20. Assist with check-in and check-out of conference guests as it relates to maintenance issues
21. Relay staffing needs to Assistant Coordinator and Assistant Director and work closely with summer managers to complete facility related projects
22. Perform all duties required of MAs
23. Perform other tasks as requested

DATES AND TERMS OF EMPLOYMENT

May 24, 2010 – August 18, 2010

Work Week: 30+ hours (9:00 AM - 4:00 PM)

Participation in duty rotation (5 PM – 7:30 AM weekdays, 5 p.m. – 5 p.m. (24 hours) weekends)

OTHER IMPORTANT DATES

Move-in scheduled for May 23

Training begins May 24

CRITERIA FOR EMPLOYMENT

1. Must have experience in residence hall living with proven supervisory skills, or presently be working within the UMBC/Residential Life system
2. Must be in good academic standing and may not be on academic or conduct probation with the University (2.25 semester and cumulative GPA or higher)
3. Are prohibited from taking additional employment during their appointment
4. Are prohibited from taking any summer classes
5. Must be available to work evening and weekend hours as required
6. Positive work performance in former Residential Life position(s) may be a part of the selection process

Preference will be given to students with previous Res Life experience.

REMUNERATION

On-campus housing and \$4500.00 stipend