

## FACILITIES MAINTENANCE

**POSITION:** Facilities Maintenance Work Study  
**DIVISION:** Business Service  
**DEPARTMENT:** Maintenance  
**BUILDING:** T-Building  
**CAMPUS:** Main Campus

**FWS SUPERVISOR:** Sandy Johnston  
**DIRECTOR:**  
**VICE PRESIDENT:** Giles Brown  
**PHONE NUMBER:** 903.463.8640

**HOURS per WEEK:** 20  
(20hr MAX)

**HOURS PREFERRED:** 8:00am-4:00pm

**JOB DUTIES:**

- Assist Maintenance Department with shipping, receiving and the delivery packages
- Assist with moving furniture and offices appliances
- Assist maintenance's safety as a "spotter" and ladder holder
- Assist with simple tasks in the dorm rooms
- Assist director and supervisor in office duties such as faxes, mail, shredding, and filing

**SOFTWARE:**

**SKILLS:** Customer service skills, dependability is essential, maintain confidentiality, professional & friendly attitude, know that maintenance experience is not required

**SPECIAL NEEDS:** Must be able to lift 70lbs.  
Must have a valid Driver's License

**INFORMATION:** To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.

Some positions require working until 6:00 pm.