**Maintenance Helper 1**

Maintenance Helper 1, under general supervision, duties may include, but are not limited to:

* Assisting Tradesmen in performing routine duties and maintenance on University buildings, vehicles, equipment and/or infrastructure.
* Assisting at customer service counter.
* Assisting in picking up and/or delivering materials on campus using a University vehicle.
* Assisting in the Access Control Office (e.g. key dispatch, paperwork, etc.).
* Performing other related duties as assigned or required.

This position will report to *insert department* and *insert title of supervisor/manager.*

This position will work *insert days and hours per week.*

**Required Qualifications:**

Applicants may be required to have a valid driver’s license. Successful applicants may be required to complete a driver’s safety course.

Applicants must be able to lift and carry 50 lbs. consistently and pass a physical.

Applicants must have the ability to bend, kneel, and crouch consistently.

Applicants must have the ability to work in inclement weather.

Safety gear will be provided upon hire, but employees must bring long-sleeve shirts and pants to work daily, and must wear closed toe shoes for work.

Applicants must be able to work independently, reliable, responsive, organized, sensitive to the needs of a diverse population, willing to take direction and follow guidance.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range A**