

Department: FAU Campus Recreation

Campus: Boca Raton

Position Title: Maintenance Technician

Hours Per Week: Varies

Classification: Undergraduate or Graduate

Brief Description:

The Student Maintenance Technician will enjoy working on their own, have flexibility of adding additional work hours to their schedule, and be interested in making minor repairs or working on minor facility projects and assisting with basic equipment maintenance. Primary responsibilities include preventative maintenance on all the equipment within the Recreation & Fitness Center. Minor repairs around the facility. Work on any projects that are within the employee's wheelhouse around the facility and the outside facilities.

Key Accountabilities:

- Responsible for preventative maintenance on all the equipment
- Clean and ensure that all equipment is working properly
- Complete minor repairs
- Assist in any projects that are within the employees scope within and outside the facility
- Update equipment/facility maintenance logs through Fitness EMS
- Other duties as assigned

What You Will Do and Learn:

- ✓ **Work Ethic & Professionalism:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image.
 - Prioritize task to complete in a responsible time frame
 - Work independently on projects
- ✓ **Critical Thinking/Problem Solving Skills:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems.
 - Analyze equipment issues to procure a solution
 - Make request for materials or equipment to complete projects
- ✓ **Digital Technology Skills:** Select and use appropriate technology to accomplish a given task. The individual is also able to apply computing skills to solve problems.
 - Utilize computer software such as: Microsoft Office and Fitness EMS
- ✓ **Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth
 - Identify technical skills needed for projects
- ✓ **Communication Skills:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization
 - Exemplify effective written communication through email and reports
 - Communicate with professional and student staff on maintenance updates