

MISSISSIPPI COLLEGE SCHOOL OF LAW

Maintenance Assistant (part time)

POSITION SUMMARY: The Maintenance Assistant (part-time) will work with the Maintenance Supervisor providing assistance for all duties and responsibilities of the Maintenance Department of the Law School

ESSENTIAL FUNCTIONS:

- Assisting the Maintenance Supervisor
- Carrying tools and materials to the job site
- Cleaning up job site when work is completed
- Assistant Faculty and Staff with moving furniture and boxes

OTHER RESPONSIBILITIES:

- Other duties as assigned

DESIRED QUALIFICATIONS:

- Basic knowledge of mechanics and willing to learn
- Able to lift 25 lbs
- Able to climb and work on a ladder
- Must be able to work at least 3 days per week

Reports to: Maintenance Supervisor

FSLA Status: non-exempt