

BURMAN UNIVERSITY
JOB DESCRIPTION

JOB TITLE	Maintenance Assistant
DEPARTMENT	Facility Maintenance
CATEGORY	☐ Hourly ☒ Salary
REMUNERATION SCALE	IC2
REPORTS TO	Facility Maintenance Director
LAST REVISED DATE	July 15, 2026

POSITION SUMMARY

The Maintenance Assistant plays a vital role in keeping our university campus safe, functional and visually appealing. Working under the direction of the Facility Maintenance Director and the Operations Support supervisor, this role assists with general repairs, preventive maintenance, and routine upkeep across multiple campus buildings including residence halls and academic facilities. This is a dynamic, hands-on role ideal for a handy individual who enjoys variety, team collaboration, and contributing to a thriving educational environment.

ESSENTIAL JOB FUNCTIONS

- Perform duties as necessary to ensure operational efficiency of all facility systems to minimize the occurrence of down time and unnecessary related expenses.
- Performs a wide variety of general and preventive maintenance (PM), equipment repairs, operation and testing of equipment/systems and addressing customer related service requests (SRs).
- Duties may involve but not limited to: plumbing, electrical, general maintenance, removing and installing equipment, assisting other trades, etc.
- Identify issues requiring the services of higher skilled individuals or contractors.
- Establish and maintain cooperative and effective working relationships with team members and third-party contractors.
- Perform minor troubleshooting within knowledge base.
- Reports issues outside of scope of training/knowledge base to supervisor.
- Updates maintenance logs and building records, ensuring all pertinent facility data is accurately saved and filed at the FM Office.
- Maintain clean, safe and orderly work areas within the buildings, maintenance shop and the company vehicle.
- Perform other related tasks as assigned by the supervisor.

JOB STANDARDS AND REQUIREMENTS

EDUCATION/TRAINING

- Any combination of education, training, and/or experience which demonstrates ability to perform the duties and responsibilities as described including related work experience.

EXPERIENCE

- Minimum of 3 years of experience in general building maintenance, commercial facilities, or related trades.
- Strong knowledge of standard practices, materials, and hand/power tools used in facility maintenance.
- Demonstrated safety awareness, with a firm understanding of workplace safety procedures and hazard identification (such as WHMIS).

SKILLS

Technical Skills & Trade Knowledge

- Basic working knowledge of core facility trades, including plumbing, electrical systems, and heating/cooling (HVAC) systems.
- Mechanical aptitude and the ability to safely operate standard maintenance equipment and tools.

Core Competencies

- Ability to troubleshoot maintenance issues, identify root causes, and find efficient solutions.
- Able to anticipate maintenance needs, plan ahead to prevent issues, and work with minimal supervision.

PERSONAL

- Committed to upholding and promoting the Mission, Vision, and Values of Burman University.
- Possesses a courteous, patient, and service-oriented demeanor when interacting with students, faculty, staff, and visitors.
- Available to work overtime and participate in an "on-call" rotation as required to address campus emergencies or urgent maintenance needs.
- Must possess and maintain a valid driver's license (with a clean driving abstract preferred).

HOURS OF WORK

- Monday-Thursday 7:30-12 p.m., 1 p.m.-5 p.m.
- Fridays 7:30 a.m.-11:30 a.m.
- "On Call" as scheduled

SALARY

- \$3,877.00 - \$4,795.00 per month