Staff Position Description

<table>
<thead>
<tr>
<th>Title:</th>
<th>Facilities Crew 2016 (FC)</th>
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<tbody>
<tr>
<td>Reporting Line:</td>
<td>The Facilities Crew reports directly to the Facilities Crew Coordinator</td>
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<tr>
<td>Hours/Week:</td>
<td>Full-Time 29 hours/week</td>
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<td>Date Range:</td>
<td>May 9, 2016 – August 26, 2016</td>
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About Boston College and the Office of Residential Life

Boston College is a Division One university with approximately 9,100 undergraduate students (7,600 residential), located on 118 acres in Chestnut Hill, Massachusetts, a beautiful suburb seven miles from the center of Boston. Founded by the Society of Jesus in 1863, Boston College has strong Jesuit Catholic educational values, which are used as a foundation for our work with and care for students.

The mission of the Office of Residential Life is to create a respectful, healthy, and safe living community for our residents. We are committed to integrating the Ignatian tradition into the formation of each student by connecting their intellectual, ethical, religious, and spiritual lives through a myriad of programs and services. Our role in this formational development is achieved by promoting the academic mission, encouraging responsible and ethical behaviors, engaging residents in conversations regarding diversity, and creating safe, well-managed learning environments where students can seek the greater good.

Under the leadership of the Associate Vice President, the Director of Residential Education, and the Director of Operations, the department consists of 40 professional staff members, 29 graduate positions, 196 RAs, and 20 additional student employees.

Summer Facilities Crew Job Responsibilities:
- The Summer Facilities Crew is responsible for the upkeep and maintenance of the residence halls throughout the summer months. They will be working closely with a team of 25 - 40 students, and must be able to work in a team atmosphere. The Facilities Crew should have strong communication with their coworkers as many of their projects are time sensitive.

Summer Facilities Crew Job Duties:
- Must be able to take direction from the Facilities Supervisors and two Summer Facilities Coordinators.
• Must have the ability to work well with others in a fast paced environment.
• Use of power drills and hand tools is a requirement. Experience is preferred however, safe training will be demonstrated.
• Safety is imperative; training will be given to demonstrate proper lifting techniques.
• Must have the ability to safely lift 50 pounds.
• Based on job experience and qualifications we will select two Coordinators during the first two weeks of employment.

Summer Facilities Crew Standard Hours:
• Monday through Friday 7:30 AM to 4:00 PM. This is a 29 hour a week position that begins in May after your last final exam and will end after Labor Day weekend in September.
  o Start and end times **may** be adjusted, due to excessive heat.
  o Lunches are unpaid, and are for 30 minutes.
  o Two 15 minute breaks, one in the morning and one in the afternoon.
  o **Absolutely no overtime is allowed in this position.**
  o One week unpaid vacation requests must be submitted two weeks prior. No more than two staff members will be off at the same time. **NO REQUESTS WILL BE GRANTED DURING MAY CLOSING OR DURING OPENING.**

Transition Dates:
• Transition 1 and Reunion Weekend: 5/17/16 – 6/5/16
• Transition 2: 6/24/16
• Move to Fall Placements: 8/17/16