



BOSTON COLLEGE

Division of Student Affairs

OFFICE OF RESIDENTIAL LIFE

Facilities Crew Position Description

Title:	Facilities Crew - 20 positions
Reporting To:	Residential Life Facilities Supervisors
Hours/Week:	Full-Time: 29 hours/week
Compensation:	\$13.50/hour; bedspace within air-conditioned apartment with a direct roommate (for majority of summer)
Date Range:	May 13, 2020 – August 30, 2020 (if not on-campus in Fall 2020, housing only provided until August 19, 2020)

Facilities Crew Overview:

The Facilities Crew is responsible for the maintenance of all furniture in the residence halls throughout the summer months and up to fall opening. Three Residential Life Facilities Supervisors oversee the day to day operation and are supported by the team of 20 students, all working closely to support and meet our transitions and summer housing programs occupancy timelines. Many of the projects throughout the summer are time sensitive. The job involves a room by room inventory, inspection and supervisor determined replacement of furniture in all student living spaces and common area lounges within all residence halls. In addition to replacement, the team will accept large furniture deliveries to be distributed from central warehouse and store rooms to the residence halls. Based on job experience and qualifications, we will select two Coordinators during the first two weeks of employment to assist with oversight of facilities crew members.

Facilities Crew Responsibilities:

- Must be able to understand, remember and follow through consistently with directions from the Facilities Supervisors and Facilities Crew Coordinators.
- Must have the ability to work well with others in a fast paced environment
- Safety is critical and most important; you will need to comprehend and demonstrate proper use of hand and power tools and proper lifting techniques with the ability to safely lift 50 pounds.
 - Experience is preferred; safety training will be demonstrated and provided as needed
- Accept furniture deliveries at central warehouse and store rooms
- Move furniture in and out of residence halls as directed by supervisors. This includes proper placement of all furniture in each living space.
- Assist with moving our professional staff members to temporary or new housing assignments
- Assist with facilities room checks and damages to prepare for academic year housing
- Other duties as assigned

Facilities Crew Standard Hours:

- The crew will be divided into shifts each week:
 - **Shift 1:** Monday, Tuesday, Wednesday 7:30AM to 4:00 PM, Thursday ½ day 7:30 AM to Noon
 - **Shift 2:** Wednesday, Thursday, Friday, 7:30 AM to 4:00 PM, Saturday ½ day 7:30 Am to Noon
- Start and end times may be adjusted due to excessive heat, early deliveries or occupancy changes
- 30 minute unpaid lunches and a 15 minute break in the morning and the afternoon.
- Up to 5 days of 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 residence hall closing or during August residence hall opening.

About Summer Housing and the Office of Residential Life at Boston College

Summer Housing & Operations in the Office of Residential Life at Boston College provides housing accommodations for ~12,000 guests staying within our residence halls throughout the months of May-August. Guests include camps, conferences, internship housing, and student housing. We hire ~125 student employees to assist with the efficiency of day-to-day operations through customer service, room

preparation, facilities preparation, room bookings, check-in/out, room access, and finances. By collaborating with Facilities, Trades staff, and Event Management, we are able to provide a welcoming and caring experience for those visiting campus.

The Office of Residential Life seeks to create safe, inclusive, and well-maintained living communities. We engage our community members in opportunities to develop spiritually, socially, and academically in the Jesuit, Catholic tradition of the University. We strive to do this through our values of community, inclusivity, learning, faith & spirituality and care.