



CALIFORNIA STATE UNIVERSITY, FRESNO ASSOCIATION, INC.

**Position Title:** Building Maintenance Assistant  
Part time student: 20 hours max per week

**Department:** University Student Union

**Reports To:** Building Maintenance Supervisor

**I. General Responsibilities:** Under the direct supervision of the Maintenance Supervisor, aids in the overall operation, maintenance and repair of the University Student Union, Satellite Student Union, and Amphitheater facilities. Duties include, but are not limited to assisting in the daily upkeep of the facility lighting, plumbing, structure, lane and pinsetter maintenance and overall facility housekeeping.

**II. SPECIFIC RESPONSIBILITIES**

- A. Assists the Maintenance Supervisor with daily inspection and upkeep of facility lighting. Completes routine lighting upkeep as needed. Assists the Building Maintenance Technician with light fixture repairs.
- B. With the guidance of the Building Maintenance Supervisor carries out basic woodworking tasks, such as cutting, sanding, routing and milling of lumber. Assists in the repair and refurbishing of wood frame furniture.
- C. Assists with basic painting and finishing tasks.
- D. Aids the Building Maintenance Supervisor in the Daily repair and maintenance of the lanes, pinsetters and related equipment. Assists in maintaining proper operation of pinsetters during business hours. Logs all problems and comments as to the operation of each pinsetter. Cleans and maintains pinsetters as outlined by Building Maintenance Supervisor. Performs daily lane maintenance duties as outlined by Building Maintenance Supervisor.

**III. MINIMUM QUALIFICATIONS**

- A. A. Must be a Fresno State Student- Student employment opportunities are for students currently enrolled at Fresno State in a minimum of at least 6 units for **Undergraduate** students with a minimum GPA of 2.00 per previous semester. **International undergraduate** students are required to be enrolled in a minimum of 12 units, with a minimum cumulative GPA of 2.00 and to provide documentation of appropriate and required work forms. **Graduate** students must be enrolled for a minimum of at least 4 units

with a cumulative GPA of 3.00. **International graduate** students are required to be enrolled in minimum of 9 units.

B. Minimal experience with tools used in building, electrical and machine trades.