

Paid Positions – Student Facilities Observer Fall 2022

Position Type: On-Campus, Part-Time

Description:

The department of Facilities Management (FM) seeks energetic, highly motivated, and detail-oriented students to assist with primarily outdoor aesthetic, safety and accessibility observations and reporting. This work will be completed while walking (biking and scooter opportunities) around campus during the day and evening. Must be available to work 10 hours/week during the academic year.

This is an in-person, paid position (\$15/hour) with a paid Veo e-bike/e-scooter membership.

FM supports the University of Maryland in its mission of achieving excellence as the State's primary center of research and graduate education and the institution of choice for undergraduate students of exceptional ability and promise. We are responsible for the physical campus – its academic, research and administrative spaces, the infrastructure that supports the buildings, and the landscape that surrounds them. Our workforce of about 800 employees brings a rich diversity of backgrounds, talents and skills to the management of this complex environment. We serve the campus community twenty-four hours a day, seven days a week, 365 days per year.

Work assignments will fall primarily into the following three areas:

Aesthetic Observation: Observe and record conditions that may impact the general aesthetic of the campus environment that may include:

- Litter, broken glass (including in fountains)
- Construction debris inside or outside of fenced construction areas and visible to the public
- Long grass, weeds or overgrowth
- Building structure issues (i.e.: fallen window screen, gutter hanging off, etc.)
- Missing or loose screening on construction fencing
- Vandalism or graffiti

Public Safety observation: Observe and record conditions that may impact the safety of students, faculty or staff that may including:

- Issues with broken tree limbs, branches
- Public lighting outages
- Chipped/cracked/broken cement, curbing, brickwork, benches
- Tripping hazards (e.g., hoses or electrical cords across walkways, loose bricks in a brick walkway)
- Construction fencing that may be missing or misplaced
- Steam release that is not signed or fenced
- Missing or damaged signs including road signs
- Lack of pedestrian detour for construction work or detour that is not being followed by the majority of pedestrian (e.g., a detour that is so long it causes large numbers of people to walk in the street)

Accessibility Observation: Observe and record conditions that may impact accessibility of students, faculty or staff that may including:

- Detour signage that may be missing or misplaced
- Construction detour that is not ADA accessible (e.g., too narrow, missing curb cut or ramp, includes stairs)
- Broken/bent handrails
- Blocked public pathways or accessways
- Automatic door buttons that are not working

To complete these inspections, the Facilities Inspection Assistant will:

- Maintain a rolling program of observation of campus grounds
- Submit observation records, including photos, to supervisor for prioritization of actions, assignment of responsibility, and the submission of work tickets
- Weekly (or more) meetings with supervisor to prioritize observation locations or category of inspection
- Investigate complaints or reported incidents received in relation to grounds and in conjunction with the supervisor
- Walk or drive allocated vehicles in a safe manner, adhering to and complying with Maryland Department of Transportation and any other legislation as appropriate
- Report to management any accidents, incidents or complaints involving any member of the campus community
- Commit to regular working hours each week that may include evenings and weekends

Qualifications:

Must be a current University of Maryland undergraduate or graduate student - preference will be given to students who are interested in a 1 - 2 year commitment. All applicants with the requisite skills will be considered.

Required:

- Attention to detail
- Excellent written and verbal communication skills
- Ability to adapt quickly and problem solve
- Ability to work independently
- Attendance and punctuality
- Ability to maintain a consistent and reliable schedule

Please submit a resume and cover letter by email to:

Aynsley Toews, Strategic Initiatives & Communications Officer
 Facilities Management
 Office of the Associate Vice President & Chief Facilities Officer
 atoews@umd.edu

Applications will be reviewed on a rolling basis.