Operations CREW Lead

Reports to: Coordinator for Residential Services

Employment Dates: April 24- May 12, 2017 (part time, 5-10 hours/ week)  
May 13- September 6, 2017 (full time, 40 hours/week)

Attend mandatory Leadership Retreat and Training | Date and Time TBD

Attend and Participate in All Staff Training: May 15-17, 2017 | 8:30 am-5 pm.

Provide on-call coverage on summer holidays with other Leads


Compensation: Until July 1, 2017 15: $12.50/hour  
After July 1, 2017: $13.50/hour

On-campus summer housing: approximate value $3,800.00

Maximum forty hours of vacation (unpaid and based on approval; approval given on first-come, first-served basis)

General Overview
The Operations Crew Lead is responsible for day to day supervision and coordination of the Operations Crew Assistants, who primarily work to complete assigned work requests, chaperoning, academic year closing and opening inspections, and assists with Residential Living’s operations and facilities projects and initiatives.

The Operations Crew Lead creates and manages the daily Crew Assistant work list and assists in completing tasks as necessary. The Operations Crew Lead works together closely with other departmental student leads and professional staff. The Operations Crew Lead is responsible for the day to day management of University residence hall and apartment related work orders, ensuring their completion and closing out within the Archibus system.
Responsibilities
In this capacity, Operations CREW Lead perform the following functions:

- Develop and manage daily Operations Crew Assistant work list, assign tasks and follow up as needed
- Supervise 10-15 Operations CREW Assistants
- Inventory and organize Residential Living furniture and office storage spaces around campus
- Perform ongoing reviews of residential units throughout the summer to ensure that residential spaces are welcoming to incoming guests and residents
- Work closely with Summer Programs staff and University Planning and Facilities Management to identify and resolve problems in residence halls and apartments identified during inspections
- Process and assign University work orders submitted through Facilities Management
- Inform the Summer Program staff of any significant problems in residential buildings or with summer guests
- Troubleshoot when necessary. In emergencies, Operations CREW Lead may assist in guest room preparation or in relocating guests. Heavy lifting up to 75 lbs. may be required.
- Attend all staff meetings and all other special functions.
- Carry and respond to cell phone 24 hours daily, 7 days a week.
- Participate in Night Duty as assigned during the summer.

Operations CREW Lead also perform other duties as assigned by Residential Living Professional Staff