#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Facilities Maintenance Assistant

**Job Number:** SB-063 | VIP: 1296

**Band:** OPSEU- 6

**Department:** Facilities Management

**Supervisor Title:** Manager, Facility Services

**Last Reviewed:**  July 7, 2015

#### **Job Purpose:**

Reporting to the Manager, Facility Services, plans, organizes, and conducts general and skilled repair and maintenance work, basic building/construction, and new installations within Trent University’s portfolio of buildings and related assets. Duties are vital to ensuring and maintaining a safe functioning environment for the entire Trent University community of students, staff, faculty, guests, and visitors on a day-to-day basis.

#### Key Activities:

1. During normal course of daily work be continuously vigilant for and solicit feedback from building occupants, on building deficiencies or concerns. Report deficiencies or concerns to Manager, Facility Services. Carry out maintenance and installations throughout the University including but not limited to carpentry, painting, and glazier repairs.

Detailed duties Include:

* 1. Carpentry: Perform basic rough and finished carpentry repair of structures such as partitions, walls, doors, trim, fences, window frames, office furniture, cabinetry, floor and ceiling tile installation, patching, drywall installations and repair; taping, sanding demolition and construction of building structures (office walls, ceilings, roofs, etc.).
  2. Glazier: Remove broken glass, putty, or plastic; replaces windows and door hardware; replaces glass for windows, doors, and light fixtures.
  3. Painting: Apply and prepare various surfaces for paint, enamel, lacquer, varnish, or stain; removes or paints over graffiti; repairs wall coverings.

1. Carry out locksmithing duties; minor troubleshooting, repairs, and adjustments of locks on doors, cabinets, desks, and closets; repair door hinges; clean plugged key slots; install hardware, passage sets, locks and door closures.
2. Carry out carpentry work in all areas of the University. Responsible to build custom furniture and cabinetry (including but not limited to bookcases, shelving units, storage cupboards) to the specifications and drawings, interpretation of blueprints occasionally required. This includes the use of all electrical tools connected and interlocked to the dust collection-exhaust system including the radial arm saw, jointer, planer, table saws and circular saws. Must be trained in the use of carpentry shop machinery and certified by the University to use equipment without supervision.
3. Position is responsible for placing orders and/or purchasing required materials and hardware as well as the pick-up and delivery of building supplies such as lighting fixtures, plumbing supplies, electrical supplies, doors, windows, lumber, drywall, and associated materials. Position typically plans and determines appropriate methods to use for work and occasionally prioritizes and estimates time for work orders.
4. Position is required to respond to call-ins outside of normal working hours for issues such as destruction of property, major cleanup, and emergency situations (flooding, broken windows, doors, etc.). Assess damage, problem solve and carry out work required to ensure that property is safe for students, staff, and visitors.
5. Coordinate with caretakers in their duties, including occasionally assuming responsibilities for deliveries of caretaking supplies, operation of caretaking equipment and disposal of solid waste.
6. Physical labour involving snow removal, leaves and debris from steps, walkways, roofs, and gutters on campus grounds, ensuring safe access to and from buildings.
7. Work with Grounds department to set up and take down facilities for special functions including standardized set up of chairs and desks, installation of snow fences, as well as many other functions involving Chancellor events and convocation which can involve several thousand guests at one time.
8. General moving of University assets around the various campus buildings, but not limited to, furniture, pre-packed packing boxes, works of art, etc.
9. Responsible for the supervision of seasonal summer student workers; providing training, and guidance as required; overseeing on site duties; evaluating work; monitoring timesheets and work orders; and ensuring University health and safety policies and procedures are adhered to.
10. Other duties as assigned not totaling more than 5% of duties.

#### Education Required:

* Secondary School Diploma Required. Post-secondary diploma in a related field preferred.

#### Experience/Qualifications Required:

* Four years’ proven experience working in carpentry/construction required.
* Knowledge of construction principles and methods including basic mathematic fundamentals.
* General knowledge of electrical, mechanical, plumbing and repair of grounds.
* Significant experience in the operation and maintenance of hand tools, power tools, maintenance, and construction equipment; including jointer, planer, table saws, drill press, disk and belt sander, bench grinder, and a compound mitre saw.
* Valid driver’s license.
* Significant knowledge of building maintenance and carpentry.
* Experience dealing with the public - customer service training or experience in customer service.
* Ladder Training, First Aid & CPR Training is preferred.
* Chemical and Hazardous Waste Training (W.H.M.I.S.).
* Good communication skills.
* Demonstrated ability to work independently.
* Proven technical competency (email, Microsoft office, iPhone/cellular device).
* Must be physically capable of routine lifting/handling materials and supplies.

**Job Evaluation Factors:**

**Responsibility for the Work of Others**

Direct Responsibility

* Student assistants (May to August).
* Primarily hired to paint, move furniture, garbage removal and assist in setting up for special yearly functions.
* Facilities Maintenance Assistants provide training, and guidance as required; oversee on site duties; evaluate work; monitor timesheets and work orders; and ensure health and safety measures are taken.

Indirect Responsibility

* Contractors – Working alongside contractors. Vendors – Ensure vendors are meeting University standards, acting in a safe manner and make recommendations regarding set up.

**Communication**

Internal:

* Receive daily instructions from Manager, Facility Services as to work assignments and duties.
* Students, faculty and staff - to make necessary repairs to buildings and facilities, responding to questions, needs and requests. Listen to concerns and communicate concerns to Manager, Facility Services.
* Students – Supervise, guide and train.

External:

* Conference guests - to help with set-up of facilities, troubleshoot setup issues and make necessary repairs to facilities.
* Building materials suppliers - ordering and picking up of materials.
* Trent visitors - providing direction and answers to questions.
* Contractors – Coordinating specialized work required on campus
* Event Vendors – Assist in the organization and transportation of rentals for outside events
* Visitors – Assisting with various on campus concerns

**Motor/ Sensory Skills**

* Hearing - Detection of water leaking inside wall, stud finding in wall.
* Sight - Detailing inspection of structure surfaces i.e., hairline cracks in walls and broken furniture, hanging pictures level (installation of shelving and bookcases).
* Smell - Detection of dangerous gases during repair work i.e., natural gas, methane, propane, gasoline.
* Fine Motor Skills - Required for using screw guns, hammers, hand saw, electrical tools.
* Gross motor skills - Driving Trent vans, cube vans and cars.
* Equilibrium - Working off ladders during painting, wall construction, lighting replacement and moving furniture. Required for snow removal.
* Coordination - Required for painting.
* Dexterity - Operating of hand tools and painting. Locksmithing, including but not limited to adjustments on locks, installing hardware and passage sets, locks and door closures. Required for rough and finished carpentry repair; partitions, walls, doors, trim, fences, window frames, furniture, tile installation, patching, drywall, taping, sanding etc. Assembling pre-finished kitchen cabinets and cupboards.

**Effort**

Mental:

* Concentration & Focus - When using various tools during the process of day to day repairs, performing carpentry duties, performing glazier duties; replacing windows, door hardware, glass for windows, doors and light fixtures, performing painting duties; applying various materials, removing graffiti and repairing wall coverings, performing locksmithing duties; trouble shootings, repairs and adjustments, installing hardware etc.
* Listening - Processing information given to us on a particular job to be done. When responding to inquiries from faculty, staff, students and visitors, working with/supervising students; hearing concerns and addressing questions/issues.

Physical:

* Lifting, carrying, bending, walking, moving, pushing/pulling, climbing, extending/reaching, kneeling - Moving heavy furniture. Moving building materials to and from job sites, snow removal, garbage removal, deliveries of cleaning supplies and equipment, all aspects of carpentry work, painting, and glazier duties, locksmithing duties.

**Working Conditions**

Physical:

* Fumes, noise, temperature extremes - When renovating space; exposure to dust, mold, mildew, excessive noise, extreme temperature variances, heights, cramped spaces.
* Exposure to hazardous materials - Transportation and handling of hazardous and dangerous chemicals, must have knowledge of appropriate protective equipment.
* Extreme weather conditions - Performing snow/ice removal in extreme cold, windy performing regular duties in rain and humidity.

Psychological:

* Complaints - Requirement to interact diplomatically to maintenance complaints with Trent community.
* Some lack of control over work project - Requirement to work with outside contractors during work project.
* Deadlines/Time pressures- Taking responsibility to ensure project deadlines are met.
* Interruptions – Students, staff, and management from occasionally will cause interruptions during work projects.