**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Grounds Coordinator

**Job Number:** SB-050

**NOC:** 8255

**Band:** 8

**Department:** Physical Resources Department

**Supervisor Title:** Manager, Facilities Services

**Last Reviewed:** November 29, 2016

**Job Purpose**

Coordinates grounds maintenance though liaison with security and Manager, Facilities Services. Organizes, plans and provides instructions for Landscape Technicians. Provides landscape design (horticultural, hardscape, etc.) and grounds maintenance services through the operation of a variety of equipment and materials for safety purposes and beautification of grounds. Provides weekly services for recycling services at colleges. Provides sand, sand boxes and ice pellets for all colleges. Provides maintenance services for Wild Life Sanctuary including bridges, walkways, boardwalks and ski trails. Provides waste management and hazardous waste control services to all University buildings on main campus. Removal of Power House waste material caught on racks from river. Outside perimeter check and needed maintenance for property surrounding Main Campus and Wildlife Sanctuary (road, ditches, parking). Maintains book work for equipment and supplies. Trains and supervises student workers.

**Key Activities**

Garbage and Hazardous Waste Removal

1. Responsible for all main campus buildings, grounds, Wild Life Sanctuary, Power House and outside perimeter of University properties.
2. Pick-up, remove and dispose of waste using appropriate equipment and safety.
3. Ensure a safe and hygienic environment for public.

Equipment (Industrial, Small and Personal)

1. Safe use and maintenance of equipment to ensure identification, repairs, ordering and dispersement of equipment.
2. Maintenance includes oils, fuels and fluids, sharpening blades, tires, etc.
3. Ensure safety procedures are followed by student workers.
4. Prevent expenses by proper maintenance of equipment (motors/blades).
5. Prevention of accident to self-workers and public by use of personal safety equipment (gloves, safety glasses, ear protectors)

Plan, Coordinate and Supervise

1. Snow and ice removal - as needed and on call services, choose appropriate large and small equipment, provide safe operation of equipment, to ensure safety of public vehicles, buildings and access for emergency vehicles and to prevent flooding of areas/buildings by maintaining manholes.
2. Grounds Maintenance - choose appropriate equipment and materials to ensure continuous growth/safety, ensure safety of public and buildings, and provide a pleasant and usable outdoor environment for the University. Oversees horticultural planning and design by Landscape Technicians.
3. Building and Structure Maintenance - choose appropriate equipment/aggregates to ensure safe usage of areas, clean and maintain a safe working environment in equipment grounds, buildings

Administrative

1. Maintain work repairs for equipment, label for identification, inventory of supplies, and provide job estimates for contract work, requisition, pick-up and dispersement of supplies.
2. Provide accountability of expenses, maintain equipment, ensure equipment and supplies are available, ensure availability of safety equipment, prevent major expenses of equipment, and provide payroll data.

Event Set-up

1. Coordinate set-up and take-down (e.g. fencing, waste management, stage set-up, etc.) for various university events (Convocation, Head of the Trent, etc.), communicating with various university contacts (e.g. Housing, Conferences, etc.) to ensure things are set up appropriately. Makes adjustments, as required.

Moving Equipment and University Assets

1. Use vehicles and equipment to move, relocate and dispose of university assets, including fridges, welders, chemicals, signage, A/C units, etc.

Other

1. Develop and implement programs, as directed by Manager, Facilities Maintenance (e.g. composting program)

**Education**

Secondary School Diploma and Landscape Technician Certification (two years post-secondary).

**Experience Required**

1. Four years of directly related experience in a nursery and landscape maintenance operation.
2. Valid Class “G” Driver’s Licence.
3. Licensed Pesticide Operator Certificate required.
4. Transportation of Dangerous Goods Certification Training.
5. Knowledge of current Occupational Health & Safety Legislation.
6. Demonstrated ability to perform mechanical and agricultural tasks.
7. Specific knowledge of chain saw use; pesticide application; backhoe and other hydraulic equipment.
8. Specific knowledge of operation and maintenance of grounds equipment which include: diesel and regular gasoline powered tractors and equipment; large and small trucks; snow removal equipment; air compressors, etc.
9. Specific knowledge of plant, shrub, tree and grass selection and maintenance techniques.
10. Demonstrated ability to work independently.
11. Must be physically capable of routinely lifting/handling equipment and other materials.
12. Good communication skills.
13. Demonstrated skills in, and commitment to customer services and continuous improvement.
14. Must be available to work some evenings and weekends as required.
15. Required to be on-call in winter months.

**Responsibility for the Work of Others**

Direct Responsibility

Students - Part-time seasonal

Indirect Responsibility

* Lead Hand to: Landscape Technicians
* Contractors - snowplow, gravel, garbage removal

**Communication**

Internal:

* Project Managers (consult and make recommendations on new developments)
* Snow removal contractors
* Student help/grounds workers
* College Porters
* Materials/supplies order and disperse
* Equipment repairs etc.

External

**Motor/ Sensory Skills**

* Gross Motor Skills - Needed for all industrial machines (Frequency 1, 2, 3)
* Fine Motor Skills - Needed for all hand held equipment and tools, depending upon job (Nature 2, 3)
* Dexterity - Operating mowers, changing gears/shifts, blades/drive belts on equipment, sharpening blades, driving, changing gears, and pushing buttons, manipulating shifts (buckets, blowers, blades). Simultaneously on equipment while moving (Frequency 1, 2, 3)
* Auditory - while operating equipment with motors, blades, belts etc., listening that salt and sand is being dispersed properly, ensuring that equipment does not have unusual sounds to prevent breakdowns and safety issues, weather conditions for priorities and safety
* Taste/Smell - equipment fluids, emissions, leakage, antifreeze, oils, gases, exhaust fumes, smoke, belts/rubber burning, cleaning and/or chemical materials, Waste and Hazardous Waste materials
* Touch - sharpness of blades, position and use of gears, shifts etc. while operating equipment, caring for plant etc., covering and casements of equipment to check temperature (Precision 2, 3)
* Visual - snow/ice conditions, maintain ongoing checks on trees, shrubs, for health of each and safety of University, all equipment and pumps, continuous check of grounds to ensure safe and clear areas

**Effort**

Mental:

* Concentration - Focus/Sensory effort, refer to Sensory Skills for description, job related (Intensity 3,4) (Control 1,2)

Physical:

* Fine Motor Skills - Operating small tools, backhoes, chain saws, collecting garbage, shovelling.

**Working Conditions**

Physical:

* Weather conditions - snow, ice, rain, hail, wind, sleet, sun
* Dusty/Dirty - Sweeping by power and hand equipment, use dust masks
* Fumes/Odors - Waste management and toxic waste
* Crowded working conditions - Safety concerns, parking lots, loading docks, walkways
* Confined Spaces - Within snow blowers, backhoes, sweepers and ensure safe operation
* Noises/Vibration - All motorized equipment, use of ear protectors

Psychological:

* Conflicting work priorities and multiple demands
* Changing deadlines/time pressures - Weather dependency (ice, snow, rain)
* Increase workload and equipment - Required knowledge of a wide variety of equipment
* Some evening and weekend work required
* Required to be on-call during winter months