**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Winter Maintenance Grounds Assistant

**Job Number:** SB-088

**NOC:** 8612

**Band:** 5

**Department:** Facilities Management

**Supervisor Title:**  Manager Environmental Services, Custodial Services

**Last Reviewed:** October 2, 2020

**Job Purpose**

Provides snow clearing duties as needed from November 1 2020 until April 1 2021. Provides weekly services for recycling. Provides sand, sandboxes and ice pellets for all colleges. Provides waste management and hazardous waste control services to all university buildings on main campus.

**Key Activities**

1. Garbage and Hazardous Waste Removal - Main Campus, Wildlife Sanctuary, Power House and outside perimeter of University properties. Pick-up, remove and dispose of wastes using appropriate equipment and safety techniques. Ensure a safe/hygienic environment for public.
2. Equipment - Prevention of accidents and self, student workers and public by use of personal safety equipment.
3. Snow and Ice removal - as needed and on call. 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.
4. Event Set-up – Assist with 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.
5. Composting – Under direction of Grounds Coordinator, monitor temperature of compost and turn piles, when necessary.

**Education**

Secondary School Diploma required.

**Experience Required**

1. Experience with winter maintenance equipment: tractors, snow blowers, plows, etc.
2. Valid Class “G” Driver’s Licence.
3. Knowledge of current Occupational Health & Safety Legislation.
4. Specific knowledge of chain saw use; backhoe and other hydraulic equipment.
5. Specific knowledge of operation and maintenance of grounds equipment which include: diesel and regular gasoline powered tractors and equipment; snow removal equipment; air compressors, etc.
6. Demonstrated ability to work independently.
7. Must be physically capable of routinely lifting/handling equipment and other materials.
8. Good communication skills.
9. Demonstrated skills in, and commitment to customer services and continuous improvement.
10. Some evening and weekend work may be required.
11. On-call required during winter months.

**Responsibility for the Work of Others**

Direct Responsibility

Indirect Responsibility

1. Student employees (overseeing work that is hazardous in nature and ensuring adherence to safety standards; not hiring or disciplining)
2. Trade workers/contractors

**Communication**

Internal:

* Students
* Staff
* Faculty

External:

* Families
* Contractors
* Public Workers
* Retail Associates
* General Public

**Motor/ Sensory Skills**

* Gross Motor Skills - Needed for all industrial machines
* Fine Motor Skills - Needed for all hand held equipment and tools (depending on job)
* Dexterity - Cutting down trees, operating mowers, changing gears/shifts/blades/drive belts on equipment, sharpening blades
* Co-ordination - Falling trees - chain sawing, driving, changing gears, pushing buttons, manipulating shifts simultaneously on equipment while moving

**Effort**

Physical:

* Equipment - Operating small tools, backhoes, chainsaws, collecting garbage, shovelling, etc.

**Working Conditions**

Physical:

* Weather, dusty, dirty, fumes, odours, crowded working conditions, confined spaces, noises/vibration, chemicals
* High risk for personal injury

Psychological:

* Conflicting work priorities and multiple demands - Number of personnel needing immediate attention regardless of work schedule/demands
* Changing deadlines/time pressures
* Increase of workload and equipment - Required knowledge of a wide variety
* Some evening & weekend work required
* On-call during winter months