**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Facilities Coordinator, Durham

**Job Number:** SB-089 | VIP: 1664

**NOC:** 0714

**Band:** 9

**Department:** Facilities Management Department

**Supervisor Title:** Manager, Facilities Maintenance

**Last Reviewed:** December 21, 2021

**Job Purpose**

Reporting to the Manager of Facilities Maintenance, the Facilities Coordinator plans, organizes, leads/coordinates, and conducts general and skilled repair and maintenance work, basic building/construction, basic plumbing and electrical work, routine building cleaning 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. Although the position reports directly to the Manager of Facilities Maintenance, work direction will also be given from other Managers and Supervisors within the Facilities Management group.

**Key Activities**

**The Position will be responsible for the duties below within Trent owned and leased properties in the Durham GTA campus.**

**General Building Maintenance**

* 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 prioritizes and estimates time for work orders.
* Responsible for coordinating contractors and supplies, within Trent University’s Purchasing Policy, to complete specialized work
* General moving of University assets around the various campus buildings, including but not limited to, furniture, pre-packed packing boxes, works of art, etc.
* During normal course of daily work be continuously observant and solicit feedback from building occupants, on building deficiencies or concerns. Report deficiencies or concerns to Manager, Facilities Maintenance if necessary
* 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

**Electrical**

* Performs minor electrical maintenance (changing incandescent, fluorescent and LED bulbs and tubes. May assist in 110v ballast replacement. May support/assist in the area of electronic issues, which may include the preventive maintenance of electrical equipment and Variable frequency Drives) **NOT** to perform work on any device over 110 volts
* Reset electrical breakers

**Plumbing**

* Performs minor plumbing maintenance (replacement or repair of leaks in drains and faucets, unclogging of drains and toilets, replacing drain hoses on washing machines and similar devices)

**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.).
* 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

**Caretaking**

* Carries out custodial duties in the absence of Caretakers as well as in emergency situations
* Sound understanding of automatic floor cleaning machines as well as equipment

**Emergency Equipment**

* Monthly inspection of fire extinguishers
* Basic reset of fire panel upon direction from local Fire Department

**Grounds Keeping**

* Maintains the property of leaves and debris from steps, walkways, roofs and gutters, ensuring safe access to and from buildings. Regular maintenance of lawns and gardens as well as the Stormwater Management Pond
* Snow and ice removal - as needed and on call services

**Glazier**

* Remove broken glass, putty or plastic; replaces windows and door hardware; replaces glass for windows, doors, and light fixtures

**Painting**

* Apply and prepare various surfaces for paint, enamel, lacquer, varnish, or stain; removes or paints over graffiti; repairs wall coverings

**Locksmith**

* 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

**Education**

Secondary School Diploma as well as a certificate in Construction or Facilities Management (2 years post secondary) or an acceptable combination of equivalent experience

**Experience Required**

* 6 to 8 years of directly related construction and building maintenance experience
* Highly developed computer skill including proficiency with MS Office (Word, Excel, Outlook)as well as a strong understanding of computers and a CMMS
* Valid driver’s license
* Proven ability to lead and organize teams and work projects
* Proven ability to meet project deadlines
* Significant knowledge of building maintenance and carpentry
* General knowledge of electrical, mechanical, plumbing and repair of grounds/building exteriors
* Significant experience in operation of hand tools, power tools, maintenance and construction equipment, including ladders and mechanical lifts
* Knowledge and understanding of all relevant building/construction regulations, including Ontario Building Code, Occupational Health & Safety Act and Accessibility for Ontarians with Disabilities Act (AODA).
* Demonstrated ability to work independently.
* Must be physically capable of routinely lifting/handling equipment and other materials.
* Excellent communication skills both verbal and written.
* Demonstrated skills in, and commitment to customer service and continuous improvement.
* Must be available to work some evenings and weekends as required.
* Required to be on-call in winter months.
* First Aid and CPR certificate is an asset
* Criminal Record Check (dated within the last 6 months) will be a required condition of employment.

**Responsibility for the Work of Others**

Direct Responsibility

* Students – Part Time and or seasonal.

Indirect Responsibility

* Provides professional guidance to Caretakers when required
* Maintenance Contractor
* 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 Facilities Management as to work assignments and duties.
* Daily contact and communication with Director, Academic Program and Campus Operations
* Provide daily instruction to Caretakers
* 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, Facilities Maintenance.
* 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 locksmith 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, Locksmith duties.

**Working Conditions**

Physical:

* Fumes, noise, temperature extremes - When renovating space; exposure to dust, mould, 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