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**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Facilities Maintenance Coordinator (Peterborough)

**Job Number:** SB-092 | VIP: 1714

**NOC:** 0714

**Band:** 9

**Department:** Facilities Management

**Supervisor Title:** Manager, Facility Services

**Last Reviewed:** December 21, 2021

**Job Purpose**

Responsible for coordinating all facility maintenance as directed by the Manager, Facility Services as well as occasional interaction, direction and liaising with all other managers and front line employees within the Facilities Management Department. The Incumbent is the first contact and responsible for the creation of a yearly snow and winter maintenance on-call schedule. The incumbent is also responsible for and will lead, plan and organize general and skilled repair and maintenance of all buildings, small projects, general building and construction as well as installations within Trent University’s portfolio of buildings and related assets. The coordinator will oversee the quality of work performed as well as make recommendations for improvements.

**Key Activities**

**Facility Maintenance**

* Receives and responds to work order details and coordinates the appropriate staffing resources within the Facilities Management Department to ensure the full completion of such work throughout Trent University.
* 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 if necessary.
* Carry out maintenance and installations throughout the University including but not limited to: carpentry, painting, and glazier repairs.

Detailed Duties Include:

* + 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.).
  + 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.
* Carry out Locksmithing duties in the absence of the 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.
* Carry out and direct 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 as well as be able to replicate and refinish Ron Thom designed furniture) 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 mitre saw, jointer, planer, table saws and band saw.
* 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 used to perform work and prioritizes and estimates time for work orders.
* The position is responsible to have each job site supplied with the appropriate material to allow the Facilities Maintenance Assistants to focus on the tasks at hand and become increasingly efficient in their duties.
* 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
* Physical labour involving snow removal, leaves and debris from steps, walkways, roofs and gutters on campus grounds, ensuring safe access to and from buildings.
* 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.
* General moving of University assets around the various campus buildings, but not limited to, furniture, pre-packed packing boxes, works of art, etc.
* 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.

**Project Management**

* Oversees as well as provides working assistance for all minor renovations performed on campus
* Ensures compliance with the Ontario Building Code (OBC) as well as the Accessibility for Ontarians with Disabilities Act (AODA), when reviewing blue prints and building specs.
* Liaise with architects, engineers, project managers, department managers, developers, suppliers, manufactures to meet the need of Trent community
* Develop estimates for in-house renovations in conjunction with Manager

**Education**

2 years post secondary diploma in a related field, Red Seal Certified Carpenter preferred. A combination of education and experience may be considered

**Experience Required**

* Minimum 8 years directly related construction and maintenance experience which must include 4 years of direct supervision overseeing a team of individuals.
* Proven ability to lead and organize teams and work projects. Working in a unionized environment is an asset.
* Proven ability to meet project deadlines
* Superior knowledge of building maintenance and carpentry
* General knowledge of electrical, mechanical, plumbing and repair of grounds/building exteriors
* Superior 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.
* Highly developed computer skill including proficiency with MS Office (Word, Excel, Outlook) as well as a strong understanding of computers, technology and a CMMS
* 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
* Required to be on call in the winter months as part of the snow shoveling on call rotation
* 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

* Student assistants (May to August)

Indirect Responsibility

* Lead hand to General Maintenance Workers
* 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.
* Communicate project and work order needs to all Facilities Maintenance Assistants
* 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 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.
* Able to foresee potential issues that may arise and problem solve or troubleshoot matter in advance

Physical:

* Lifting, carrying, bending, walking, moving, pushing/pulling, climbing, extending/reaching, kneeling - Moving heavy furniture. Moving building materials to and from job sites, snow and 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, 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
* Ladder work (working at heights)

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 will cause interruptions during work projects
* Adapt to unforeseen circumstances