#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Facilities Assistant (Durham)

**Job Number:** SB-096 | VIP: 1940

**Band:** 6

**Department:** Facilities Management

**Supervisor Title:** Manager, Facility Services

**Last Reviewed:**  August 28, 2023

#### **Job Purpose:**

Reporting to the Manager, Facility Services, 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 Facilities Coordinator, Durham. Carry out maintenance and installations throughout the University including but not limited to carpentry, painting, glazier repairs, and minor electrical / plumbing maintenance.

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.
  4. Electrical/Plumbing: Reset breakers, replace light bulb, Unclog toilets, minor leak repairs.

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 assemble and install furniture and cabinetry (including but not limited to bookcases, shelving units, storage cupboards). Projects may include the use of power tools such as, table saws, circular saws, etc.
3. Coordinate with caretakers in their duties, including occasionally assuming responsibilities for deliveries of caretaking supplies, operation of caretaking equipment and disposal of solid waste.
4. Physical labour involving snow removal, leaves and debris from steps, walkways, roofs, and gutters on campus grounds, ensuring safe access to and from buildings.
5. Work with various department to set up and take down facilities for special functions including set up of chairs, desks, audio/visual equipment, as well as many other functions involving Chancellor Events and Convocation, which occur at various locations and can involve several thousands of guests at one time.
6. General moving of University assets around the various campus buildings, but not limited to, furniture, pre-packed packing boxes, works of art, etc.
7. Oversee subcontractor maintenance and repairs. Including but not limited to HVAC/mechanical, pest control, snow removal, fire system inspections, etc.
8. Complete daily/monthly inspections of the facility while monitor equipment within and reporting deficiencies to Facilities Coordinator, Durham. Monitor/adjust temperatures throughout building via building automation system. Maintain the cleanliness of the facility, including mechanical / electrical rooms, storage spaces, exterior grounds, etc.
9. 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 related field.
* 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.
* Must hold a valid Ontario Driver’s Licence – class ‘G’ minimum.
* Criminal Record Check (dated within the last 6 months) will be required as a condition of employment. This check is at the cost and responsibility of the applicant.

**Job Evaluation Factors:**

**Responsibility for the Work of Others**

Indirect Responsibility

* Contractors – Working alongside contractors, and ensuring that contractors are working in a safe manner.
* 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 Coordinator, Durham 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 Facilities Coordinator, Durham.

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 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 occasionally will cause interruptions during work projects.