



CARETAKING SERVICES COORDINATOR

Revision Date:	December 2008
Classification:	Caretaking Services Coordinator
Unit:	UNIFOR
Hay Point Range:	N/A

CHARACTER OF THE JOB

The Physical Plant department is responsible for the entire physical plant of the University including construction, renovations, the provision of utility services and the care and maintenance of all properties.

Under supervision from a designated Assistant Manager, the incumbent is responsible, as a group leader, to ensure the maintenance of buildings, grounds, parking lots, and sports facilities, provision of cleaning services, moving and set-ups, coordination and assignment of work, assisting with the training of staff, controlling equipment and materials, assisting in the work as necessary and maintaining related records. These positions require coverage on a three shift basis: day, afternoon and night, and may involve an assignment to work any of the three shifts.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Acts as a group leader to ensure the safe and efficient completion of tasks, projects and assignments as directed by the Assistant Manager/Manager.
- Performs all caretaking duties as required.
- Assists the Assistant Manager with planning, scheduling and assignment of all work.
- Reports all malfunctions of building systems and equipment appropriately; e.g. lighting, heating, plumbing, air conditioning etc.
- Coordinates daily cleaning and snow removal by own participation and reassignment of staff to cover illnesses, holidays or other staff absences.
- Coordinates efficient set-up, tear down and clean up of events ranging from small boardroom meetings to conferences and other occasions involving over 1000 attendees.
- Coordinates the appropriate preparation of the physical space at IGAC, Max Bell Fieldhouse, University Centre and Brodie Centre for Convocation, Iron Ring Ceremony, Hippocratic Oath Ceremony and other important events marking the University calendar.
- Makes frequent inspections in and around buildings to ensure good standards of maintenance, cleanliness and safety in student areas, offices, classrooms, lounges, halls, stairways, building entrances and immediate vicinity.
- Receives shipments of supplies and distributes or delivers supplies to caretaking

staff. Maintains the stockroom and informs the Assistant Manager when supplies need to be ordered.

- Maintains inventory of Personal Protective Equipment (PPE) and distributes to staff.
- Keeps records of equipment; ensures that equipment is properly maintained; may carry out minor maintenance.
- Operates any and all equipment under control of Caretaking Services as required.
- Assists the Assistant Manager providing input to estimates for billable. Construction clean-ups, large set-ups, moving and special cleaning projects.
- Maintains records relating to staff labour hours (time sheets and work orders) in the absence of the Assistant Manager.
- In cooperation with the Assistant Manager, provides input into the development of staff training programs and participates in their delivery.
- Trains staff in the safe operation and maintenance of all equipment, including evaluation of competencies and records such training and maintenance.
- Trains staff in inspection of fire extinguishers, eye wash stations, and fire exit doors and helps maintain related inspection records.
- Trains staff in safe cleaning methods in laboratories and clinics to minimize hazards such as radiation, needle sticks, etc.
- Conducts hazard assessments and participates in development and implementation of Safe Work Procedures, Safe Job Procedures, COR Certification and all other safety programs.
- Supports all Sustainability initiatives such as Green Cleaning and the recycling program through staff and customer education.
- Assists the Assistant Manager in assessing equipment needs and developing specifications for new purchases and in the evaluation and testing of proposed equipment.
- Proposes items for agenda at staff meetings and makes reports at same.
- Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

The minimum qualifications necessary for acceptable (satisfactory) job performance are:

Level of Formal Education

- Completion of grade 12 or equivalent.
- Upgrading or formal certification may be required pertaining to both general. caretaking operations and special operations such as Icemaker/Refrigeration plant operator, Swimming Pool Operator, Skid Steer operator, or Genie Lift operator.
- Valid class 5 driver's license.

Experience

- An acceptable number of years of related experience.
- Experience in directing and/or training staff preferred.

- An acceptable equivalent combination of education and experience will be considered.

Skills and Abilities

- Able to operate all vehicles and equipment used.
- Able to exercise initiative and independent judgment.
- Able to maintain accurate records.
- Able to communicate effectively in English (both orally and written) and to follow oral and written instructions.
- Able to communicate and understand the needs of staff, students, departments, organizers of functions, and the public.
- Must have excellent organizational and leadership skills.
- Must have excellent knowledge of methods, equipment and materials used in providing services.
- Able to successfully complete established job-related training programs (e.g., WHIMIS, etc).
- Willing to work any of day, afternoon, or night shift.

Physical Requirements

- Must be capable of performing the duties as assigned.
- Able to perform heavy and repetitive, lifting, bending, stretching, etc.
- Able to lift at least 50 lbs.
- Able to climb ladders.

This class specification is intended to illustrate the characteristics of this classification level and should not be interpreted as a description of any one individual position within this classification level.