

UNIFOR - SERVICES COORDINATOR – GENERAL SERVICES

Revision Date: February 2008
Classification: Services Coordinator – General Services
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, provision of utility services, and the care and maintenance of all properties.

Under supervision from a designated supervisor, the incumbent is responsible as a group leader to ensure the maintenance of grounds, roads, parking lots and sports facilities, provision of trucking services, moving and setups, completion of landscaping projects, coordination and assignment of work, assisting with the training of staff, controlling equipment and materials and maintaining related records.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Acts as a group leader to ensure the efficient completion of tasks and projects as directed by a supervisor.
- Assists the Assistant Manager with daily planning and assignment of work.
- Responds to requests from various departments and within Physical Plant by redirecting staff to address needs or by completing the work alone.
- Ensures the efficient operation of all truck route deliveries and services by following up on difficulties, discussions with customers and reassignment of staff.
- Ensures the efficient maintenance of grounds, roads, sidewalks and parking lots.
- Operates all equipment under the control of the General Services area as required.
- Responsible for setup and maintenance of emergency pumping services.
- Coordinates the work of Tractor Operators and others as required during snow removal operations and any emergencies which may arise such as floods, violent weather, water breaks or urgent calls from customers.
- Responsible for completing setups for special events such as convocation and examinations.
- Assists the supervisor in preparing estimates for landscaping, renovations and moving projects.
- Maintains records relating to staff labour hours (time sheets, payroll, shift premiums) and work orders.
- Maintains records relating to equipment and vehicle use and safety.
- Ensures that vehicles and equipment are properly maintained; reports major problems to supervisor.
- Assists in the evaluation and testing of equipment and materials.
- Assists with the coordination of Campus Beautification Day.
- Ensures the efficient operation of Wallace Storage services.

- In cooperation with supervisor, assists in the development of staff training programs.
- Conducts hazard assessments and develops safe job procedures for supervisor's approval.
- Trains staff in the safe operation of equipment and tools, including evaluation of competencies.
- Evaluates technical skills of applicants for position vacancies. Serves on hiring selection committee when candidate short list is limited to external applicants.
- Distributes Personal Protective Equipment (PPE) to staff. Inspects PPE and maintains inventory.
- Participates in all safety programs and initiatives designed to ensure the well-being of all staff members.
- Responsible for commissioning and decommissioning of vehicles and equipment.
- Assists supervisor in assessing equipment needs and developing specifications for new purchases.
- Represents unit at meetings with other university departments to coordinate services (e.g., event set ups such as convocation, UMSU orientation and Manitoba Marathon e.g., services coordination with caretaking, project moves.)
- Proposes agenda items for staff meetings and makes reports at same.
- Operates a two-way radio.
- Performs other duties characteristic of the classification.

QUALIFICATIONS REQUIRED

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

Level of Formal Education

- Completion of Grade 12 or equivalent, plus an acceptable number of years of directly related experience.
- Class 3 driver's license with air brake endorsement.
- Holds a recognized certificate or diploma in practical horticulture or groundskeeping (preferred).
- Transportation of Dangerous Good Certificate.

Experience

- A thorough knowledge of groundskeeping procedures practiced at a large institution.
- A combination of education and experience related to the position will be considered.
- Must have a good knowledge of methods, equipment and materials used in providing related services.
- Ability to communicate effectively both verbally and in writing and relate well with staff, students and University departments is essential.
- Ability to maintain accurate records.

- Excellent organizational and leadership skills.
- Must be willing to work various shifts and irregular hours.
- Must have knowledge and experience of introductory computing skills (i.e. word processing, spreadsheets, e-mail, and web browser).
- Must possess good knowledge of provincial Workplace, Safety and Health Regulations.
- Excellent problem solving skills.
- Proven record of service excellence.
- Must have experience providing emergency response services (e.g., snow removal, flood control).

Physical Requirements

- Must be capable of performing the duties as assigned. May be required to complete a physical capabilities assessment.

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.

Note: Knowledge and experience of introductory applications requires the candidate to be able to:

- Operate within the desktop environment, including file and folder management.
- Accomplish introductory functions associated with creating, formatting, editing and saving a word processing document.
- Understand the introductory concepts of spreadsheets and be able to enter and update data.
- Demonstrate the ability to send and receive e-mail, add attachments, organize message folders, schedule events.
- Demonstrate the ability to use a web browser for introductory search tasks.