

Revision Date: April 2009

Classification: Services Coordinator – Architectural Shop

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 general supervision the incumbent assists in coordination and assignment of work and ordering material for carpenters, cabinet makers, painters and plaster/tile setters. This also includes assisting with the training of staff, controlling equipment 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.
- Assesses safety work orders and assured repairs in a timely manner.
- 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.
- Maintaining inventory of equipment and ensures that equipment is properly maintained; reports major problems to supervisor.
- Assists in the evaluation and testing of equipment and materials.
- Responsible for commissioning and decommissioning of equipment.
- Meets with suppliers to obtain best product for specific jobs.
- Assists supervisor in developing specifications for new purchases.
- Estimates time and material requirements for new project work, repairs and renovations.
- Assists project coordinators with estimating and design problems.
- Directs shop staff in proper carpentry methods and the proper manufacturing methods of all on campus millwork, cabinets, counters, shelving, desks, etc.
- Assists shop staff with any problems which may arise.
- In cooperation with supervisor, assists in the development of staff training programs.
- Conducts hazard assessments and develops safe job procedures for supervisor's approval.
- Assists in the training of staff in the safe operation of equipment and tools, including evaluation of competencies.
- 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.
- Serves on hiring selection committee when candidate short list is limited to external applicants.
- Evaluates technical skills of applicants for position vacancies.
- Represents unit at meetings with other university departments.
- Performs all work expected of a fully qualified Carpenter or Cabinetmaker.
- During the absence of the Architectural Shop Manager and Assistant Manager, the Services Coordinator fills in and performs all duties, such as the following:
 - Assigns work orders.
 - Checks time sheets daily.
 - Checks on all staff as required.
 - Deals with emergency items.
 - Purchases material as required to keep all jobs and maintenance work on schedule.

- Assists draftsmen and design staff as required.
- Proposes agenda items for staff meetings and makes reports at same.
- Operates a two-way radio
- Capable of operating personal computer.
- 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..
- Must possess a valid Certificate of Qualification as a Journeyman (M/F) Carpenter or other appropriate certification issued by the Manitoba Department of Labour or equivalent acceptable education and experience.
- Must hold a valid Class 5 Manitoba Driver's License.

Experience/Skills

- Extensive knowledge of carpentry and/or carpentry/cabinetmaking profession, must have ten years of working experience.
- Must be able to read blue prints, understand technical language and manuals.
- 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 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.
- Must have First Aider Training.

Physical Requirements

- Must be capable of performing the duties as assigned.

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.

"In accordance with the University's Health and Safety Policy, and in support of the Workplace Safety and Health Act, Physical Plant is committed to providing a safe and healthy working environment for all staff and students.

Physical Plant will instruct all employees to complete an Orientation Workshop, normally during the first day on the job, and the Health and Safety Orientation Module, normally during the probation period. Employees will also be instructed to complete various workshops, such as Asbestos Awareness, etc. during the first year of employment depending upon an individual's classification."