



CUPE JOB DESCRIPTION

WORKING TITLE:	FACILITIES ATTENDANT	DATE PREPARED: SEPTEMBER 2008 REVISED: NOV 2012/AUG 2018/JAN 2019
DEPARTMENT:	FACILITIES	POSITION STATUS: REG F/T
LOCATION:	CRANBROOK	POSITION NUMBER: 004

SUMMARY OF RESPONSIBILITIES

Reporting to the Director, Cranbrook Facilities, this position is the primary person to oversee the grounds and landscaping areas of the campus, and to provide Security and First Aid Services on weekends. The position provides operational assistance and support to the Manager, the department and staff.

KEY DUTIES & RESPONSIBILITIES (*list the key 7 – 10 in descending order of importance*)

1. Grounds & Building Maintenance

- Maintains grounds in the summer; e.g., water and mow lawns, fertilizer application, plants, pulls weeds and maintains flower beds, trims shrubs, collects litter, washes down sidewalks, empties garbage receptacles, pruning trees, etc.
- Cleans shop and storage areas, maintains general tidiness and cleanliness of the facility; e.g., cleans and restocks washrooms, picks up litter, ensures fire code is met, etc.
Maintenance of grounds and parking lot in the winter; e.g., snow removal, salts/sands, picks up litter, etc. (Equipment Operator)
- Provides input to Manager for upgrades

2. General Maintenance

- Performs general maintenance of facilities; e.g., erects signs and bulletin boards, changes light bulbs, track and field, etc.
- Performs maintenance and minor repairs to assigned equipment i.e. greasing equipment
- Sets up classrooms and gym, etc., e.g., exams, graduation
- Moves heavy objects; e.g., boxes, furniture, recycling boxes, etc.
- Back up for shipping and receiving functions for the main campus
- Acts as labourer on construction projects
- Assists with maintenance of HVAC system and hot water reduction system; e.g., changes filters and belts, flushes heating units, etc.
- Assembles furniture and fixtures
- Programming of DDC system as needed

3. Pest and Weed Control

- Responsible for knowing different types of weeds, grass and insects and when to initiate control
- Responsible for knowing different soil samples
- Responsible for non commercial forms of pest and weed application

4. Security

- Provides Security on weekends, inside and out (winter/fall – October to April)
- Maintains order throughout the day and/or evening
- Provides alternate room when double bookings occur

5. First Aid Attendant

Responsible for providing First Aid, assessing injury or illness to determine if more advanced medical assistance is required and maintaining current certification

Other Related and Reporting Duties:

- Backup/relief to all Facilities staff
- Other related duties as required
- Shipping/Receiving
- Sprinkler Blowdown
- Repair broken sprinkler lines
- Train, oversee and direct term and auxiliary positions as needed
- Other duties as required.

DECISION MAKING

- Responsible for assessing Security and First Aid situations to determine best course of action
- Must know when to fertilize lawns, shrubs and flower beds
- Must know when to water grounds
- Responsible for assessing if police should be involved
- Thorough knowledge of College Policies and Procedures

POSITION RELATED QUALIFICATIONS – EDUCATION AND EXPERIENCE

- First Aid certification
- Valid driver's license
- Fork lift certification
- Man lift certification
- Fall Protection trained

POSITION SPECIFIC WORKING CONDITIONS and ENVIRONMENT, SAFETY REQUIREMENTS

Environment:

- Subject to extreme temperatures (performing outdoor work in all seasons) while performing duties
- Subject to loud noise while running equipment
- Some local travel required for parts pick-up and delivery

Physical Demands:

- Heavy lifting – 50 lb. boxes of paper, furniture, etc.
- Moving office furniture
- Climbing ladders
- Shoveling snow and sand during snow removal
- Using power tools
- Setting up and working from scaffolding in various locations
- Putting floor covering down on the gym floor
- Operating snow removal equipment

Safety:

- Personal protective equipment as required for equipment operations

COLLEGE OF THE ROCKIES RECRUITMENT SPECIFICATIONS

Describe the minimum qualifications and specifications required of the position in order to perform the role competently. (The focus is on the position, not the person or their performance).

<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Formal Education: - Grade 12 or equivalent - First Aid Level 1	- Training in Security, Training in Crisis Management
Related Work Experience: - Minimum of one year of experience in building maintenance. - Grounds keeping and Landscaping experience OR an equivalent combination of experience	- General Trades Experience
Problem Solving and Complexity: - Ability to work without direct supervision and prioritize tasks - Ability to assess First Aid and Security situations to determine best course of action	- Ability to run heavy equipment
Computers/Technology/Specialized Equipment: - Class 5 Driver's License; Grounds maintenance equipment	- Class 4 Driver's License - Koboda tractor
Communication and Interpersonal Skills: - Good oral communication skills - Capable of dealing with a variety of personalities with tact and diplomacy	- Direct Digital Controls System

REVIEWS and APPROVALS

EMPLOYEE SIGNATURE:	DATE:
The employees signs off the job description during final review/discussion with the manager/supervisor.	

MANAGER/SUPERVISOR SIGNATURE (APPROVAL):	DATE:
The manager/supervisor signs off (approves) the job description after final review/discussion with the employee.	