

The University of Winnipeg Classification Specification

Date: November 12, 2019

Classification: Facilities Coordinator

Unit: IUOE

Character of this Classification Level

This position exists within Physical Plant to facilitate the maintenance and operations of the University manages hundreds of beds in two sets of residences (dormitory residence hall which also includes family apartments), four standalone houses on Balmoral Avenue.

Director of Campus Living, the incumbent is responsible for overseeing and coordinating maintenance and repair requirements for all residence buildings. He/she acts as the single point of contact for facilities issues and liaises with Physical Plant, the Campus Living Office and outside contractors to ensure all maintenance needs are addressed in a timely and satisfactory manner. Communicates maintenance priorities to Physical Plant trades supervisors that include locksmith, plumbing, carpentry, electrical, painting, and mechanical. The incumbent works alongside the Director assisting with and providing input on general maintenance routines, long-term capital planning projects and equipment purchases.

Characteristic Duties and Responsibilities

1. Facilities Maintenance

Receives, investigates and resolves issues related to the maintenance of the residence facilities, equipment, and furnishings. Receives and consults on requests for alterations, renovations, and completion of new work. Initiates documentation as required.

Single Point of Contact in Physical Plant for repairs and maintenance ensuring that building maintenance issues (i.e., broken doors or windows). Must also ensure that maintenance is completed in a timely and satisfactory manner.

In the case of a facilities emergency, during normal business hours the incumbent would be contacted to vet facility issues and determine what issues need immediate attention and what can wait until regular business hours, e.g., broken windows, overflowing toilet, etc. After hours contact will be through established standard operating procedures.

Liaises regularly with the Residence Custodial Supervisor to ensure the cleanliness of buildings and

are repaired and/or replaced.

Coordinates and maintains student storage facilities, pick up hours and processes. Liaises with the Campus Sustainability Office regarding the collection, storage and disposal of residence room items left behind at various times of the year, but mostly during peak move out periods.

Responsible for researching, sourcing, and purchasing (low dollar amount), required equipment/furniture.

Ensures efficient maintenance and mechanical operations of the residence buildings through constant liaisons with the Physical Plant Department and outside contractors. Also responsible for establishing and maintaining positive relationships with other University departments such as Campus Security, Conference & Catering Services, Food n BT /TT0 11.04 Tf 99.264 592.3 Td [(E)4.004(nsu)2.998(r996(r)-2.998(esn6q)12.00p11.

Attention to detail is required and the ability to multi-task.

Ability to relate well to students, parents, staff, Faculty, and general public.

Familiarity with University policies and procedures.

Must be able to pass a criminal record/child abuse registry check.

Must be available to work varied shifts if necessary shifts, when necessary

or equivalent combination of education, experience, skills, knowledge and abilities