

Benchmark Description

Facility Operations Level 3

LEVEL: 3

FUNCTION: FACILITY OPERATIONS

JOB SUMMARY

This position is primarily responsible for overseeing the cleanliness, maintenance repair and security of facilities and grounds.

RESPONSIBILITIES

- Coordinate the general cleaning and operation of facilities including grounds and parking lots
- Determine facility and equipment needs or problems and coordinate improvements in consultation with supervisor
- Assign and monitor duties to other caretaking staff
- Develop and maintain a facility budget in consultation with supervisor
- Develop and assess tenders for repairs and maintenance in consultation with supervisor
- Supervise contractors on site
- Check all equipment to ensure proper functioning
- Operate and care for all heating, cooking, ventilating and generating equipment
- Ensure proper maintenance procedures are followed
- Ensure all cleaning duties are performed to established standards
- Conduct necessary cleaning duties
- Ensure facilities meet required health, safety and fire regulations

CONTACTS

The majority of contacts within this position require the exchange of detailed information on matters concerning policies, regulations, and requirements.

Typical contacts may include:

- Supervisor
- Co-workers
- Contractors
- Vendors
- Students

SCOPE OF DECISION MAKING

The majority of decisions within this position require interpretation within a range of

established alternatives. Direction is sought when solutions are not within the established guidelines.

Typical decisions may include:

- Determine priority of work
- Determine what products to use
- Determine repairs and issue of tenders
- Determine what duties to assign other cleaning staff
- Determine what needs to be included in the facility budget
- Determine what contractors, firms to recommend for maintenance and repair work
- Determine how to deal with potentially hazardous situations

IMPACT OF DECISION MAKING

The majority of decisions have short-term impact limited to the work area.

MENTAL EFFORT

The majority of tasks within this position are standardized utilizing information that is given and requires no interpretation.

Typical tasks may include:

- Setting up equipment
- Ordering supplies
- Cleaning
- Monitoring boiler
- Developing tenders
- Monitoring facility budget

SENSORY EFFORT

Sensory tasks within this position require minimal visual or aural attention.

Typical tasks may include:

- Monitoring equipment
- Setting up equipment
- Troubleshooting equipment
- Report writing

SUPERVISION

Supervisory responsibility is not normally part of the job requirement. There may be a requirement to show others how to perform tasks or duties.

PHYSICAL ACTIVITY

The physical activity of this position requires frequent heavy activity greater than 20%.

Typical tasks may include:

- Lifting weights exceeding 5kg
- Climbing

- Stooping
- Shoveling snow
- Moving furniture
- Carrying and moving janitorial supply boxes

FINE MOTOR MOVEMENT

The duties within this position requiring the use of fine motor movements are between 21% and 45 % of the time.

Typical tasks may include:

- Writing
- Keyboarding
- Use of small tools
- Adjusting equipment
- Operating the boiler system computer

TRAVEL

This position requires slight travel (less than 5% of work time).

CONTROL OF DISTRACTIONS

This position usually has the discretion to control distractions/interruptions.

EDUCATION

The minimum relevant knowledge or formal training essential to perform the functions of this position is up to and including completion of Grade 12 or equivalent, as well as specialized training such as Fireman's Certificate and WHMIS.

EXPERIENCE

The minimum amount of practical related experience required to perform the duties of this position is greater than two years. This experience would typically provide skills in communication, facility management, experience in related trades and the ability to assess and monitor tenders.