

Support Position Description

Section I Position Information	Update Only <input type="checkbox"/> Classification Review <input checked="" type="checkbox"/>
Position Title	Facilities Assistant
Position #	999560
Department	Facilities and Services
Classification Level	Range 5
Reports to	Building & Maintenance Operations Coordinator
Effective Date	September 1, 2017
Position Summary Briefly describe the main purpose(s) of the position	This position will serve as a team member working with different units in the Facilities department. The primary function of this position will focus on ground keeping, building support, and furniture transfers. This position will be assigned tasks on an ad hoc basis; good communication and organization skills are required. Must be able to maintain a safe work environment.

<p>Duties and Responsibilities</p> <p>Organize by key responsibility area and include % of time spent where possible</p>	<p>Grounds Maintenance (40%) Depending on the season, assist the Grounds Assistant with grounds and road, parking and walkway care duties. Such duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Mowing lawns and assisting with trail maintenance • Snow removal and ice control • General grounds and roadways upkeep. <p>Building Support (40%) Under the direct supervision of the building maintenance team, the Facilities Assistant will assist the team in:</p> <ul style="list-style-type: none"> • Assisting in completing work orders with direction • Completing assigned project work under supervision • Cleaning and maintaining work space. <p>Furniture Moves (15%) Under direction of the Interior Systems Technician, the Facilities Assistant will:</p> <ul style="list-style-type: none"> • Assist with furniture moves within AU facilities, including facilities in Edmonton and Calgary locations. • Physically transfer and assemble/disassemble furniture and assets to/from storage and/or offices • Assist in receiving furniture orders and delivering them to necessary places • Rotate furniture in offices under direction from the Interior Systems Technician or designate. <p>Other Facilities Duties (5%)</p> <ul style="list-style-type: none"> • Other duties assigned in the Facilities department that may be required as needed including, but not limited to, mailroom duties.
<p>Occupational Health and Safety</p>	<p>Responsible for awareness of one's OHS related responsibilities as an AU employee and for participating in the AU OHS Program as required.</p>
<p>Classification Factors</p>	
<p>Context and Complexity</p>	<p>Day to day tasks are routine in nature. Tasks are performed under direct supervision with clear instructions on how to complete the task. Requires good communication skills to understand directions and ask questions when necessary. Must stay organized and complete priorities as determined by the supervisor.</p>

Work Problems	This position will deal with routine issues and if a situation arises they will contact their supervisor for support. May be required to work overtime and weekends during the year. Will be required to start work in early mornings (4am etc.) during snow removal work in the winter. Will have to work in extreme temperatures (cold during the winter and heat during the summer months). Must be able to repeatedly lift heavy loads. Capable of working under direct supervision with prescribed priorities as directed by supervisor.
Authority	Following directions from supervisor or designate. Responsible for notifying supervisor or superior for situations that need decision making.
Contacts and Communication	Most of communication will be with Facilities staff members. May require communication with other staff when assisting Facilities staff. Will take direction from other Facilities staff as required and designated by the supervisor.

Signatures for Section I

Incumbent's Signature _____

Date _____

Supervisor's Signature _____

Date _____

Section II Qualifications

Includes education, experience, skills, abilities and any other special qualifications required. The qualifications relate to the position not the incumbent

High-School Diploma or GED required. Experience in working with grounds and/or building maintenance is an asset. Valid Class 5 Drivers License with good driving record and ability to drive a standard transmission required. Must be physically fit and able to conduct physical/manual tasks throughout the majority of the work day. Understanding how to operate and maintain a safe work environment is essential.

Signatures for Sections I and II

Department Head Signature _____ Date _____

Executive Officer Signature _____ Date _____

Human Resources Review _____ Date _____