



**Student Association of George Brown College  
Employment Opportunity  
(External Posting)**

**Position Title:** Building Support Staff

**Compensation:** \$34,320.00 (Start step union grid)

**Hours:** 40 hours per week

**Reports To:** Senior Coordinator Building Facilities

**Start Date:** As Soon As Possible

**Unionized/Non-unionized:** OPSEU Local 557

**Position Summary and Key Objectives:**

The Building Support Staff will support the Senior Coordinator Building with overseeing the health, safety and maintenance of all Student Association spaces and ensuring that these spaces are with compliance with all applicable regulations. Recommends improvements to the SA facilities as needed to ensure a safe, functional, and appealing space. This position will require travel between all of the SA association locations.

This individual will also work with the Facility Coordinator and ensuring all space maintenance and safety efforts are probably coordinated and communicated.

The position demands a strong work ethic, with an ability to balance a heavy workload with conflicting priorities and deadlines amidst constant interruption and time demands. Collaborative and positive attitude and tremendous flexibility are essential.

**Duties and Responsibilities (will include but not limited to):**

- Responsible for maintaining safe environment at the SA spaces by ensuring proper infrastructure in terms of lighting, signage, accessibility access and ensuring building code and safety code compliance including security, fire prevention, and other safety systems
- Conduct on quarterly basis environmental scanning and maintenance checking and inspection, report recommended space maintenance and safety improvements to be implemented at the SA spaces to foster the provision of safe environment. Seek opportunities to promote sustainability initiatives
- Contribute to the development of Fire/Safety plan, Risk Assessment and Mitigation Plan.
- Maintain tenant relationships through appropriate communication including scheduling frequent maintenance and health and safety checking and ensuring all tenants complying with the health and safety requirements.
- Manage the space inventory and maintain updated inventory database. Report any inventory disposal requests on a timely manner, submit space furniture and equipment needs, register any new supplied and delivered equipment.
- Follow up with contractors and suppliers as per assigned by the building coordinator to collect quotes, process payments, follow up on order deliveries and manage any on-site work
- Along with the Building Capital, ensure capital projects including building and leasehold improvements are properly implemented.



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- Support the Building Coordinator with the management of the building security such as assignment of keys and access cards, coordination with the college security, fostering secure environment
- Contribute to the development of code of conduct standards for using SA spaces and ensure proper communication of such standards to our students community
- Ensure SA screens and monitors are fully functioning and have up-to-date information for our students.
- Respond to emergency situations including fire, flood, loss of electrical power, accidents, and lockdowns
- Support the Building Capital with performing market research for the current building benchmarks trends
- Support the Building Coordinator with forecasting the building capital initiatives budgets.
- Contribute to the development of SA evacuation and emergency preparedness and response planning.
- Along with the Building Capital work on developing vendors, contractors and suppliers database for the all the SA key building and facility services.
- Contribute to the development of tender documents, RFPs to solicit master agreement vendors for the building and facility service providers.
- Along with the Facility Coordinator, support with the setup for large events at the SA Spaces.

### **Performance Measurable:**

- All Student Association space is maintained and improved to the highest standard
- Repairs & Maintenance improvements and preventive plans are implemented on a timely manner and emerging repairs requests are prioritized and met on time.
- Up to date Inventory Database and proper management for SA capital equipment and inventory
- Up to date Vendors and suppliers Database.
- Establish and maintain a positive, professional and interactive working relationship with the SA Staff, Student Executives and Board members
- Establish & maintain a close professional relationship with College counterpart(s)
- Ensure accurate, timely and continuous updates and information is provided to all members of the Student Association regarding any building improvements of the Student Association space
- Ensures all building are maintained to the proper Health and safety standards
- Ensures building improvements are to the highest quality and modernization standards possible
- Demonstrates time management skills
- Continuous improvement of processes, systems and overall customer satisfaction
- Provide an environment that is accessible and safe for students to attend



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### Required Skills and Experience Qualifications:

- A post-secondary degree, diploma, or equivalent is required (Building Management Certificate preferred)
- 2 years of building maintenance experience or equivalent training
- Knowledge of Building Systems, Life Safety, and Emergency Procedures
- Ability to read and interpret mechanical/electrical/AutoCAD's blueprints is preferred.
- WHMIS and other relevant workplace certifications would be an asset
- Customer-service oriented, detail oriented and strong organizational skills
- Critical thinking, problem solving and negotiation skills
- Ability to prioritize and manage tasks in an efficient and timely manner
- Very Good oral and written communication skills
- Ability to effectively present information to an internal department and/or large groups of employees
- Ability to work cooperatively as part of a team and independently, minimal supervision

### How to Apply:

Please email a PDF version of your cover letter and résumé to [humanresources@sagbc.ca](mailto:humanresources@sagbc.ca)  
Subject line: <your name>: [Building Support Staff] by **Friday April 30, 2021, 11:59PM**

The Student Association of George Brown College invites and encourages applications from all qualified candidates including persons of Aboriginal ancestry, members of visible minority groups, persons with disabilities, women, and persons of any sexual orientation or gender identity.

We sincerely thank all candidates for their interest however, only those selected for an interview will be contacted.

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#### Mission Statement

We are the Students of George Brown College, committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.

#### Commitment to Equity

The Student Association is an equal opportunity employer and welcomes candidates from among those groups of individuals that are traditionally underrepresented to apply.