



## Student Association of George Brown College Employment Opportunity

**Position Title:** Facilities Coordinator  
**Compensation:** \$ 44,000 annual salary  
**Position Type:** Full-time  
**Hours:** 40 hours per week

**Reports To:** Operations Manager  
**Unionized/Non-unionized:** Non-unionized  
**Start Date:** ASAP

### **Position Overview:**

Responsible for overseeing and administering all cleaning, meeting room preparation, general maintenance and repairs of all Student Association spaces. This position is considered as a 'hands on' job and will require travel between all of the SA locations.

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 vision, tremendous flexibility and a capacity for change are essential.

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

- ***Facilities janitorial, monitoring, and general repairs***
  - Ensure the effective cleaning of all Student Association facilities including office space, public lounges, and washrooms and meeting rooms and light maintenance duties (i.e. light bulb and tube replacement, unclogging toilets and sinks, etc.) and occasional exterior work
  - Develop and implement a daily, weekly, monthly schedule for cleaning, repairs and other maintenance in collaboration with the Senior Coordinator, Building Facilities
  - Order and maintain facilities cleaning supplies and equipment as necessary and maintain an inventory-tracking sheet for all supplies and equipment.
  - Conduct frequent maintenance check for SA spaces, develop maintenance, and repair plan for review and implementation.
  - Ensure facility support staff reports maintenance and repairs requests on SA facility management software system.
  - Monitor all Student Association spaces and assist students with enquiries as requested and ensure that all users adhere to the policies of the Student Association
  - Assist Student Association tenants with facilities related request(s)
  - Work closely with the Senior Coordinator, Building Facilities (SCBF) to maintain and upkeep safety standards
  - Proactively identify capital or minor building improvement needs and communicate to the Operations Manager
  - Other duties as assigned
  
- ***Administration***
  - Develop on-going improvements within the facilities Department, and bring forward recommendation to the Operations Manager
  - Other duties as assigned



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- ***Leadership and Management:***

- In Coordination with the SCBF liaise with various departments, individuals and George Brown College staff, as well as with external agencies, as required
- Ensures adherence to current Ministry and Corporate safety standards and procedures
- Participate in general staff meetings, departmental meetings, and professional development opportunities as they arise
- Full knowledge of the Occupational Health and Safety Act
- Ability to effectively analyze, plan, organize, prioritize, and meet deadlines
- Other duties as assigned

### **Performance Measurable:**

- Maintains exceptional attendance and regular hours of work
- Establish and maintain a positive, professional and interactive working relationship with the SA Staff, Student Executives and Board members
- All Student Association space is maintained in a clean and orderly manner
- Ensure accurate, timely and continuous updates and information is provided to all members of the Student Association regarding any Cleaning and maintenance in the Student Association space
- Maintain accurate budgets and accounting
- Maintains Health and safety standards
- Demonstrates time management skills
- Maintains facilities supplies for operations at all campuses
- Continuous improvement of processes, systems and overall customer satisfaction

### **Required Skills and Experience Qualifications:**

- A post-secondary degree, diploma, or equivalent is required (Facilities Management Certificate preferred)
- 3 to 4 years of facility maintenance experience, including cleaning commercial or institutional buildings, knowledge of cleaning strategies, waste management and recycling processes
- WHMIS and other relevant workplace certifications would be an asset
- Ability to operate basic machinery and tools including pump truck
- Experience supervising and scheduling
- Ability to routinely and repetitively lift up to 50 lbs
- Team building and interpersonal skills.
- Strong communication and oral skills
- Computer skills – familiarity with date entry, Microsoft Excel and Word)
- Demonstrates problem-solving and strong communication skills
- Able to work independently with minimal supervision



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### **How to Apply:**

Please email a PDF version of your cover letter and résumé to [hiring@sagbc.ca](mailto: hiring@sagbc.ca) Subject line: <your name>: [insert position title here] by [insert date deadline here and time].

### **Applications will be accepted until position filled.**

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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#### Student Association Vision:

Students are empowered to influence a just world.

#### Mission Statement:

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

#### Commitment to Equity:

The SA is committed to employment equity and encourages applications from historically underrepresented groups to apply.