United College – University of Waterloo

Position Title: Facilities Assistant
Pay Grade: D ($25.45/hr - $31.81/hr)
Status: Temporary full-time or part-time

Job Summary

The Facilities Assistant (FA) provides support for a broad range of functions associated with the physical plant and related activities. The Facilities Assistant will assist in prioritizing and executing the day-to-day facilities functions of trouble shooting and maintaining facilities systems and conditions in a timely and efficient manner. The position requires an individual who is able to practically problem solve.

The FA is scheduled to work 35 hours/week. The schedule is predominantly during normal business hours but will vary from time to time for known activities. Unplanned occasional evening or weekend hours may be required as facilities issues arise, for which time off is provided at another time.

Reports to: Facilities Manager

Job Tasks

• Identify, trouble shoot and execute solutions for facilities issues.
• Take on small facilities projects where practical hands on work and physical exertion will be required. These may include light maintenance & repair, room set up for functions, among other things.
• Become thoroughly knowledgeable on the physical plant at United College.
• Other duties as assigned.

Qualifications

• Ability to work irregular hours including evenings and weekends with extensive 24/7 on call responsibilities.

Experience:
• Practical facilities knowledge and experience on a broad range of areas

Education:
• High school diploma required. College or apprenticeship education in facilities related field an asset

Skills:
• Some English verbal language proficiency
• Must be able to lift up to 50 pounds
• Proven organizational skills
• A demonstrated aptitude for problem solving
• Demonstrated ability to work effectively in a team setting and independently
• Friendly, customer-focused mindset
• Basic understanding of computer office systems including Word