Facility Support Staff

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Office, Clerical and Technical

Facility Support Staff

Library

Temporary part-time from October 1, 2019 to December 20, 2019
(Less than 24 hours a week)

Two (2) positions

Hiring #: 2019-0533

Please read the Application Instructions before applying

The Library is hiring two part time Facility Support Staff to work weekends (Saturdays between 8am-9pm and Sundays between 11am and midnight) with the possibility of additional hours; up to twenty-four (24) hours total per week. Weekday hours will be between 8am and 3am. Reporting to the Supervisor, Facilities Services within Administrative Services and the Library, the Facility Support Staff are responsible for the day-to-day provision for a variety of Library facilities services. As a member of the Facilities Services team, the primary role of each part time Facility Support Staff member is to provide a safety and security presence in the Library, primarily on Saturday and Sunday (shifts include most holidays). The incumbent conducts regular building inspections and tours of the Library. Working within established parameters, the incumbent will perform minor repairs and/or report furnishings, equipment, computer and other facilities related problems to relevant library staff and campus departments and are the first contact for most Library safety and security issues. This could include theft, vandalism, emergencies & disruptive users. Facility Support Staff exercise sound judgement and discretion when responding to user and staff queries and ensure that appropriate conclusions and referrals are conducted.

Requirements of the position: Secondary School graduation combined with some relevant experience, or an equivalent combination of education and experience. Additional requirements include: excellent human relations skills including above average communication, interpersonal and assertiveness skills; tact; proven ability to deal with security issues/situations; flexibility; ability to work without close supervision; basic electronic/electrical, mechanical, computer knowledge, and ability to troubleshoot; computer literacy such as familiarity with Windows 10 and Microsoft Office Suite 2016, particularly Word, Excel and SharePoint. Knowledge of all Library equipment and machinery including security alarms, microfilm and fiche readers and printers is considered an asset. The job involves frequent lifting and a diverse range of motions for a wide variety of activities.

Hourly rate $19.06 - $21.30 per hour

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 09 30
Closing Date: 2019 10 07
Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply