Physical Resources, Floater

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Trades and Maintenance
Position covered by the Collective Agreement with the Canadian Union of Public Employees (CUPE), Local 1334

Physical Resources, Floater

Physical Resources
Temporary full-time from September 30, 2019 to August 31, 2020

Day shift: 8:00 a.m. to 4:30 p.m.

Hiring #: 2019-0519

Please read the Application Instructions [1] before applying

Reporting to the Manager, Stockroom and Material Handling, the PR Floater will work in three units of the Physical Resources department: Materials Handling, Grounds, and Transportation Services as needed. The incumbent will ultimately report into the Manager, Stockroom and Materials Handling, however the incumbent may be required, depending on the work assignment for the day, report to the Manager responsible for the unit they are assigned to.

The PR Floater will work individually or as a member of a team, typical duties will involve, but are not limited to, generally picking up, transporting and delivering a variety of materials throughout campus, as well as off-campus, for Physical Resources as assigned by either the material handling, transportation services and grounds departments. Specific responsibilities include: ensuring fitness of delivery vehicle(s); operating material handling equipment such as forklifts, pallet truck, and dollies; operating a five-ton truck with hydraulic tailgate, cube vans, vans and pick-up trucks; loading, delivering and unloading a variety of materials (e.g. furniture, office equipment, boxed items, audio visual equipment etc.) throughout campus, and occasionally to off-campus locations; picking up, transporting and setting up equipment, tables, chairs, staging and similar materials for a variety of events such as convocation, exams, Homecoming, and Alumni Weekend, for example; collecting large-capacity fine paper recycling bins and e-waste; assisting snow clearing crews in the Grounds department as needed during significant snow events; and other associated duties as assigned by either the Manager, Grounds or Manager, Transportation Services.

Requirements of the position include: Grade 12 education, a valid DZ driver’s license, forklift and chain saw certification and experience in the operation of tractors, small loaders, mowers, and related equipment; experience driving and performing deliveries; knowledge of established safety practices and commitment to safe work practices; and the ability to read and interpret schedules, equipment directions, and instructions. Excellent interpersonal and oral communication skills are required, as are the ability to work effectively both individually and as a member of a team, and the ability to be flexible daily as work assignments will change frequently. The incumbent must be available to respond to emergency call-ins, particularly during snow season, but occasionally at other times of year as well. Candidates must be physically able to repeatedly conduct the diverse range of motions (primarily bending, lifting and carrying) on a sustained basis as required to perform the core duties of the position. Also required are: interpersonal, customer service, basic computer skills with platforms such as email, internet and date entry, together with the ability to be effective working with minimal supervision. The successful candidate will hold a valid G driver’s license and be required to provide a current and acceptable clean driver’s abstract as a condition of employment and will be required to successfully complete an independent third party driving assessment as part of the interview process.

Classification CUPE Band 3
0-3 month rate $22.72 per hour
Job Rate $23.92 per hour
Vacancy Original
Work Location Throughout the University's main campus in Guelph, as well as occasionally to and from off-campus locations

At the University of Guelph, fostering a culture of inclusion [2] 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 10 02
Closing Date: 2019 10 09

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/physical-resources-floater

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply