Facilities Services Representative, Logistical Support

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Facilities Services Representative, Logistical Support

McLaughlin Library

Hiring #: 2022-0243

Please read the Application Instructions [1] before applying

McLaughlin Library is a busy facility that welcomes 1.5M visitors annually, 13,000 on busy days and is open between 12 and 18 hours per day during the fall and winter terms and between 7 and 14 hours per day during the summer term. Reporting to the Supervisor Facilities Services the incumbent’s primary responsibilities are:

- shipping and receiving of library collections and equipment
- procurement of stationary, supplies and equipment for the Library and TUG Annex
- facilitation and administration of Library meeting room bookings
- supervision of the Facilities Services Receiving area.
- supports the facilitation of maintenance work orders requests within the library.

Facilities Services is a multifaceted, fast-paced environment requiring the incumbent to multi-task, prioritize tasks of equal importance including time sensitivity, accuracy, and successfully work independently and as a member of the Facilities team.

The incumbent exercises sound judgment and discretion when responding to vendors, contractors, patrons, staff, and senior administrative enquiries, ensuring appropriate conclusions and referrals are completed. The incumbent works within established parameters in referring security and building related concerns to campus departments such as Campus Safety Office or Physical Resources.

Requirements:

Secondary school diploma together with six months of related experience working in a large service building or equivalent combination of education and experience. Excellent human relations skills including above average verbal and written communication, interpersonal and assertiveness skills; tact; proven ability to deal with security issues/situations; adaptable; ability to work independently and as part of a team; basic electronic/electrical, mechanical, computer knowledge, and ability to troubleshoot; computer literacy such as familiarity with Microsoft office 365 including Microsoft Word, Excel, SharePoint, Teams, and Outlook. Ability to lift up to 60 pounds / 27 kilograms daily and work a variety of shifts including evenings and weekends. Technical knowledge of equipment and machinery including printer, security alarms, microfilm and fiche readers considered an asset.

Position Number         400-0114
Classification               USW, Local 4120 Salary Band 3*
Salary Range              $21.76 Minimum
$24.30 Normal Hiring Limit
$29.38 Job Rate

*Tentative evaluation; subject to committee review.

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: 2022 04 04
Closing Date: 2022 04 11

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/facilities-services-representative-logistical-support

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