# USW Local 4120 Job Information Summary

**Position Identification**

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| **Position Title:** |  |
| **Supervisor Title:** |  |
| **Department Name:** |  |
| **College/Directorate:** |  |
| **Dept/Position Number(s):** |  |
| **Position Type:** | Choose an item. |
| **Hours per week:** |  |
| **Date:** |  |
| **Reason for Update:** | Choose an item. |
| **HR USE ONLY** | |
| **Salary Band:** |  |
| **Position Summary** | |
| Describe the general purpose of the position, including:   * An overview of the department or programs the role supports * Reporting relationships * This section can also be used as part of the job postings | |
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| **Key Responsibilities** |
| Describe 3 to 5 key areas of responsibility by grouping similar activities/duties together.  Provide an estimate of percentage of time spent on each key responsibility during the course of a typical calendar year. |
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| Required Qualifications\*  What are the required qualifications to perform this job? | |
| Minimum level of formal education required to perform the job   * Specify applicable program or discipline * Why is this level of education necessary? E.G. what are the essential skills or knowledge obtained | |
| What is the minimum level of formal education? | **Click HERE to select the applicable level of education** |
|  | |
| Minimum amount of previous job experience required to perform the job   * Why is this amount of previous experience necessary? * Type of experience or specific knowledge and skills required | |
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| Minimum amount of on-the-job training required to learn the essential elements of the job   * Why is this amount of on-the-job training necessary? | |
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| Any additional certifications, licenses or qualifications (including driver’s license) required to do the job   * Is there a requirement to have regular professional development or updating of skills in order to maintain the certification? | |
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| Please specify any specialized equipment that this position will be using that will require additional training and/or certification: | |
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| Preferred Qualifications  Are there any preferred qualifications that your ideal candidate would possess?  (E.G. education, license, certification) | |
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| Accountability for Results | |
| List 3 decisions that the position is responsible for, without subsequent checks or reference to a supervisor (consider the most complex and/or high impact decisions the position is responsible for)   * What are the possible resulting consequences of these decisions/actions * If the position has purchasing responsibilities, please indicate the budget amount that the position has discretion to spend or is responsible for | |
| 1. |  |
| 2. |  |
| 3. |  |
| List 3 decisions the position would seek consultation with, or approval from a supervisor. | |
| 1. |  |
| 2. |  |
| 3. |  |
| Contacts/Interpersonal Skills: | |
| With whom does this position interact with on a regular basis, and what is the nature of the interactions? Consider:   * the communication, persuasion and conflict resolution skills required * interactions with contacts internal and external to the University * the complexity of the communications, whether due to language barriers, challenging interpersonal situations, requirement to tailor and modify communications to ensure understanding (including providing formal instruction) | |
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| Leadership and Functional Guidance |
| Does this position have responsibility for supervising or providing training or functional/technical guidance to others? Indicate the type of leadership or guidance this position provides. |
| Provides procedural guidance to others (explains and instructs on procedures)  Assigns/schedules tasks, and may train using a checklist; checks work quality  Provides specialized guidance and/or formal training, requiring in-depth knowledge of subject matter  Provides mentorship and development  Provides technical expertise including contribution to content and interpretation relied on by others on an ongoing basis requiring in-depth knowledge  Acts as a team leader or lead hand  Provides specialized functional guidance and recommendations relied on across the University |
| Who does this position provide leadership/guidance to? E.G. student employees, casual employees, volunteers, external contractors, part-time staff, full-time staff. Please also provide examples of the guidance/leadership provided that demonstrate the selections chosen above. |
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| Physical and Mental Demands |
| What are the physical, mental or sensory demands on this position? (E.G. lifting/pushing/pulling, working in awkward physical positions, high level of concentration, mentally taxing).   * Are there periods during the year where the Physical and/or Mental demands may be higher? |
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| Working Conditions | |
| Are there any unpleasant conditions or hazards that this position would be exposed to on a regular basis? E.G. inclement weather, noise, odours, hazardous materials, exposure to infectious diseases, chemicals, travel, risk of injury or psychological harm. | |
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| Approval Signatures | |
| Supervisor Name: | Signature: |
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| Chair or Department Head Name: | Signature: |
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| Dean or Director Name: | Signature: |
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