# 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
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| What is the minimum level of formal education? | **Click HERE to select the applicable level of education** |
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| 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 QualificationsAre 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
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| 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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