

JOB TITLE:

Facilities Personnel

DEPARTMENT:

Facilities Unit

FULL TIME / PART TIME:

Full Time (shift system in operation as well as weekend work)

JOB DESCRIPTION:

A Facilities Personnel liaises and collaborates with the internal staff, ancillary staff and external contractors of The Arthur Lok Jack GSB, lending technical support, for the completion of various tasks in a timely and efficient manner. The incumbent is responsible largely for securing the campus and for the proper functioning and maintenance of all public utilities.

KEY RESPONSIBILITIES:

- Ensures compliance with Health, Safety, Security and Environment (HSSE) requirements
- Facilitates classroom and event setup
- Responsible for the start up and shutdown of the Lok Jack GSB Campus
- Supervises and liaises with rental clients
- Ensures the efficient operation of alarm system
- Responsible for proper functioning of utilities including lights, air conditioning, plumbing and washrooms on a daily basis
- Lends technical support to and ensures the availability of multimedia equipment
- Manages external contractors, that is, acts as a liaison between and forms relationships with external contractors and suppliers
- Supervises the maintenance work of the Lok Jack GSB Campus

JOB REQUIREMENTS:

- A completed Secondary level Education
- Basic knowledge of computers
- Work experience in related field (will be an asset)
- Communication Skills such as:
 - WRITING: Ability to communicate clearly and effectively through emails, facsimile, letters, reports, memorandums etc.
 - SPEAKING: Ability to communicate clearly to all stakeholders
 - (peers, contractors and other staff members)
- Interpersonal Skills such as:
 - CUSTOMER RELATIONS: Ability to effectively deal with customer/supplier issues and requests, in a manner that supports customer care and service

- Analytical and Problem-Solving Skills such as:
 - CRITICAL THINKING: Ability to apply logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
 - JUDGEMENT AND DECISION-MAKING: Ability to weigh costs and benefits and make the most appropriate choice
 - PRIORITIZING: Ability to prioritize and use problem –solving skills to determine the best strategies in addressing job related issues
- Personal Attributes such as:
 - Ability to work in a fast paced and challenging environment
 - Team oriented and task focused
 - Strong sense of responsibility toward the job.