

Career Opportunities at Western

Position Posting

Job Title: Lead Caretaker
Faculty/Unit: Facilities Management
Department: Facilities Management - Distributed
Employee Group: CUPE 2361 (Facilities Management)
Appointment Type: Continuing
Appointment Status: Regular Full-Time

Reference: 10504

Classification & Regular Hours

Hours per Week: 40 Hourly Rate: \$21.49/hour Please note, there are 3 regular full-time opportunities available.

About Western

Considered Canada's most beautiful University, Western's main campus spans 400 acres of Gothic-style buildings mixed with modern LEED-certified capital structures providing an idyllic environment for our community of scholars. The university is located in London, Canada, a safe, vibrant and welcoming community of more than 350,000 people serving as a regional medical and industrial hub for southwestern Ontario.

Responsibilities

The Lead Caretaker will provide leadership and assess and conduct cleaning/maintenance activities in order to provide a clean, safe and professionally maintained University facility under the direction of the Building Manager. The Lead Caretaker intermittently performs selected supervisory responsibilities in the Manager's absence. The incumbent will provide efficient and courteous service to customers and support to co-workers. The Lead Caretaker will be responsible for specific duties including leading employees in the performance of caretaking duties and training employees in caretaking functions, while monitoring and implementing the consistent delivery of excellent guest service. The incumbent will perform opening and closing duties; and ensure compliance to all applicable safety practices and regulations.

Qualifications

Education: - Post-secondary degree/diploma or equivalent (e.g. professional or trade certification program) Experience: - Previous institutional, hotel, or hospitality cleaning experience including the operation of cleaning equipment and use of cleaning materials -Previous customer service experience, including maintaining a high standard of cleanliness, acknowledging and interacting with clients on a daily basis and displaying professional behavior - Previous experience training co-workers and leading a team to operate caretaking equipment and perform caretaking and housekeeping duties is

preferred Knowledge, Skills & Abilities: - Comprehensive knowledge of occupational hazards and safety precautions - In-depth understanding of tools, equipment, principles, materials, and terminology associated with the role - Basic understanding of other functions within Facilities Management and other business units within the University community with which you interact - Comprehensive knowledge in the current versions of all applicable legislation, regulations, codes and standards - Investigate, identify, analyze and document information in written or electronic form and resolve problems - Lift, bend, twist, turn, push, pull, walk, crouch, kneel, pinch, grasp, shovel, climb and reach repetitively - Ability to transport materials and the ability to meet the physical demands of the role - Work well in a team environment as well as autonomously with minimal supervision - Work in areas containing designated substances found within OH&S Act as required - Ability to perform tasks in emergency situations - Interpret and work from electronic/written operation instruction sheets as well as mechanical electrical and geographical drawings/maps and produce quick-sketch working diagrams - Comprehensive electronic, oral and written communication skills - Ability to listen fully and respond courteously to instructions, questions and comments - Ability to establish a rapport with customers, leaders and peers - Dependable and co-operative - Ability to interact with others in positive ways which develop mutual understanding, respect and productive relationships - Organize and order work materials, tools, and support staff in the shop and on the job site - Direct and schedule work flow, staff and equipment - Demonstrated ability to lead, motivate and coach employees to meet high performance standards, while working effectively as a member of the team - Instruct and encourage superior staff performance - Identify and lead the implementation of continuous improvement activities as well as identify, analyze, and document performance metrics

Union Statement

Western welcomes applications from all qualified individuals; however, it is the university's policy to give first consideration to qualified CUPE 2361 applicants.

Background Checks

Please note, successful applicants will be required to produce a current police information record check from a police service prior to commencing employment.

Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at hrhelp@uwo.ca or phone 519-661-2194.

Please Note:

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

Please apply on or before Saturday, July 22, 2017