



We seek outstanding individuals to join our dedicated support staff team. Become a part of our diverse College, creating brighter futures, greater prospects and endless possibilities!

TITLE:	Coordinator, Residence Maintenance	PAYBAND:	H
LOCATION:	Main Campus, Belleville	HOURS:	40 hr/week, M – F
DEPARTMENT:	Facilities and IT Services	SALARY:	\$30.60
POSTING DATE:	October 6, 2017	START DATE:	A.S.A.P.
CLOSING DATE:	October 24, 2017	COMPETITION #:	SUP17-19N

COORDINATOR, RESIDENCE MAINTENANCE:

Reporting to the Manager, Maintenance & Security, the incumbent will focus on all duties associated with the ongoing maintenance of both Loyalist-owned and CLC residence complexes; including event setup and porter coordination.

RESPONSIBILITIES:

- Coordination and participation in facilities maintenance activities throughout the year (with a concentrated focus in the summer) associated with residence including; suite audits for damages, furniture and appliance repairs, cleaning and painting, liaise with contractors
- Works with CLC to maintain furniture and appliance standards, and annual CLC maintenance charge back
- Provides oversight on contracted cleaning services for residence
- Supports the Event Coordinator on all facilities related setup and tear down activities
- Coordinates activities of Loyalist Porter/Cleaning staff
- Performs daily rounds of residence buildings and mechanical rooms
- Periodic overtime or on-call work may be required

QUALIFICATIONS:

- Completion of a 2-year diploma in a relevant field or equivalent trade certification
- Minimum three (3) years' experience in coordinating activities and staff supporting either maintenance or construction activity
- Working knowledge of mechanical systems and building repair process. Experience working in a residential building considered an asset
- Strong communication skills would be an asset
- Demonstrated ability to work in small team to deliver projects within planned timelines
- Demonstrated ability to creatively troubleshoot problems

- A strong service and customer focused approach
- Demonstration of verbal and written communication skills
- Demonstrated effectiveness in organizing time and working productively under pressure

TO APPLY: Applications **must** be submitted **quoting the competition #SUP17-19N in the email subject line**. Please send a covering letter and a resume in MS Word or PDF format to:

Human Resources Services
E-mail: humanr@loyalistc.on.ca

Posted in accordance with Article 17.1 of the Support Staff Collective Agreement.

In support of a diverse and inclusive college community, Loyalist College encourages applications from women, persons with disabilities, racial/visible minorities, and indigenous peoples. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Loyalist College is committed to accommodating applicants with disabilities throughout the hiring process. At any stage of the hiring process, Human Resources Services will work with applicants requesting accommodation.

Please note: Following an offer of employment, candidates with Canadian credentials will be required to provide official transcripts from the granting educational institution(s). Those candidates with international credentials must provide World Education Services (WES) www.wes.org/ca evaluation (at their own cost) confirming Canadian equivalency of their credentials.

<p><i>We thank all applicants, however, only those selected for an interview will be contacted</i></p>
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