CAMPUS SERVICES - GRADE 8

Generic Position Overview

**Family:** Administration

**Branch:** Campus Services

**Cluster:** ADMCS8

**Note:** Employees of Queen’s University work in a challenging and diverse environment. Queen’s is committed to encouraging the development of new skills and attributes in its workforce. It is critical that staff are able to adapt to a changing work environment and to acquire new skills as these become necessary.

Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

**Generic Position Summary:** Incumbent oversees overall plant and equipment operations involving supervising and coordinating staff schedules. Manage assigned capital projects which add to, or alter university buildings and systems. Ensure the quality of these projects and ensure they are completed on schedule and within budget. Provide architectural landscape, and space consulting service for interior and exterior areas of campus. Provide first line supervision of the maintenance of plant equipment and assist with the supervision of operations. May be responsible for establishing, monitoring and controlling budgets. Ensure that safety codes and regulations are adhered to. Perform human resources duties including supervising, hiring, firing, conducting performance appraisals and delegating duties. Develop and deliver training programs. Perform other administrative duties such as creating schedules, reviewing inventories, and writing reports.

**Primary Duties And Responsibilities:** Perform plant operations duties and supervise staff. Monitor plant or equipment operation and performance. Coordinate work activities and delegate tasks as required. Resolve conflicting work priorities. Provide guidance, support and advice to staff. Assist in the hiring of staff and in the training of junior staff. Review inventories of operating supplies and parts regularly.

Review and/or design architectural aspects of building alterations and renovations to provide the best functional and aesthetically pleasing working environment within university financial budgets and standards. Review and/or design landscape enhancements, physical space changes required by various units or departments. Provide space analysis for individual units or departments and adhere to guidelines.

Oversee the management of assigned capital projects which includes
assisting users in developing solutions to space and building systems problems, developing budget estimates, preparing designs, either independently, or through a consultant, and obtaining and meeting all university, legal, or regulatory approvals. Ensure the quality of construction materials and methods on assigned projects. Establish project schedules and ensure conformance to the schedules. Develop drawings and specifications for smaller projects. Assist users in defining project scope and ensure that final product will meet users requirements and expectations.

Ensure that security and safety issues are taken into account (ie., that building codes and health and safety standards are complied with, conduct safety inspections, apply and enforce procedures.

Administer safety programs and ensure compliance with university’s licenses and permits. Inspect and survey workplaces as necessary and monitor clean-up and containment of hazardous materials.

Assume financial and budgeting responsibility such as assessing requirements for staff, supplies, furnishing, equipment, hardware. Record and maintain inventories.

Perform human resources duties as assigned, including hiring, firing, conducting performance appraisals, scheduling work and training. Foster a productive and harmonious workplace through promotion of a positive team environment.

Undertake other duties as delegated in support of the unit or department.

**Required Background:** Three-year post-secondary program with several years experience in an area relevant to the position and contributing to the proficient performance of the duties discussed above. Some positions require a university degree or specialized training such as architectural/landscape design, engineering, construction, or project/business management. Broad knowledge of construction trades, techniques and practices. Knowledge of building, and health and safety codes, first aid, and supervision. Specific certification may be required, such as Second Class Engineer. Consideration will be given to an equivalent combination of education and experience.

**Special Skills:** Typical skills that may be required in the performance of job duties include:

- Supervisory, managerial and leadership qualities. This includes a commitment to employee development and safety. Sensitivity to issues affecting performance of staff.
- Sound project management skills needed to ensure project’s success from beginning through to completion.
- Communication (both verbal and written), interpersonal skills and customer relation skills.
- Human relations skills required to lead diverse project teams.
- Mechanical/technical aptitude. Ability to read and interpret mechanical, electrical
and structural drawings and specifications. Sound knowledge of building procedures and materials. Knowledge of Operating Engineers Act, Health & Safety Act, etc.

- Ability to review contract documents to ensure they meet legal requirements and university standards.
- Sense of good design and aesthetic appearance being interpreted in architectural detail, landscape design, interior design and construction quality.
- Computer proficiency and an ability to adapt to and implement emerging technology.
- Analytical and problem-solving ability in order to examine a number of alternative possibilities and arrive at the best solution. Organizational skills to plan the work of oneself and others.
- Ability to work independently and as part of a team.
- Ability to prepare budgets and allocate resources efficiently.

**Decision Making:** Examples of the types of decisions regularly made on the job:

- Make operational decisions involving equipment (e.g., which equipment to operate under emergency conditions) or decisions related to security or safety matters.
- Determine when to refer serious situations to senior management or whether it can be handled personally.
- Decide whether design documents and estimates prepared by architects and consultants meet university and code requirements.
- Decide whether quality of work during construction is acceptable, and if not, what corrective action should be taken.
- Determine advice to staff regarding action to be taken in potentially hazardous or dangerous situations. Make decisions on the safe handling of hazardous wastes and materials.
- Recommend solutions/proposals in the form of design, layout, materials, finishes and detailing which affect visual quality of the campus.
- Determine appropriate allocation of staff and time to jobs. Prioritize jobs to suit schedules and time commitments required depending on long-term effect on campus.
- Make human resources decisions such as who to hire and how to handle disciplinary matters.

**Supervisory Responsibilities:** Supervisory duties may include hiring/firing, conducting performance appraisals, disciplining, and delegating work.

*Last update: December, 1999*