Job Description

Administrative Officer - Facilities

Department/Division: Campus Management
CUPE Classification: Level F
Reports to: Facilities Coordinator
Date Reviewed: December 2013

PURPOSE OF JOB:

The Administrative Officer-Facilities coordinates office functions within the Campus Management department and provides primary administrative support to the Director of Facilities and the Buildings Systems Coordinator. The incumbent is responsible for ensuring the provision of administrative support and prioritizing and completing a wide variety of tasks, including coordinating maintenance and repairs, contract monitoring and administration and coordinating the Green Campus Task Group.

DETAILED JOB RESPONSIBILITIES:

a) Administrative Support 35%
   - Provides reception services and responds to or redirects inquiries either in person or by telephone, by assisting contractors, staff and students with requests or referring them to the appropriate person.
   - Manages the Director's and Building Systems Coordinator's calendar and provides administrative support to both as needed.
   - Oversees maintenance of signature files.
   - Monitors and maintains supplies.
   - Establishes and maintains filing systems.
   - Coordinates meetings and department events.
   - Administers safe work agreements.
   - Tracks vacation/sick/absences for the department.
   - Approves petty cash requests.
   - Prepares and distributes agendas, minutes, and follows-up as required for specific committees and project meetings.
   - Enters/submits employment contracts for the department.
   - Assists the Facilities Coordinator with updating job descriptions, liaising with HR to post positions, and coordinating formal and information orientation and training of employees.

b) Coordinates Maintenance and Repairs 30%
   - Creates work orders for specified contracts (i.e. painting, flooring, blinds/window coverings/windows, mechanical repairs, minor renovations and repairs (Five-O).
   - Coordinates predicted annual activities (grounds clean-up, parking lot sweeping/line painting, gas line inspections etc.).

c) Contract Monitoring & Administration 15%
   - Monitors specified contracts (i.e. Pest Control, Otis Elevators, Waste Management, and Door/Floor Mats).
   - Acquires quotes.
   - Sets up PO's.
   - Schedules work.
• Authorizes payment up to signing authority for specified contracts.
• Authorizes completion of work for specified contracts.

d) Monitors Various Records 5%
• Ensures safe work agreements are current.
• Coordinates OH&S training within the department.
• Coordinates WHIMIS training.
• Ensures various records of maintenance are maintained (safe work agreements) Liquor License - Liaises with Alberta Gaming and Liquor Commission on liquor license issues and space.

e) Green Campus Task Group 5%
• Directs and Coordinates Green Campus Task Group initiatives and meetings.
• Records and distributes minutes.
• Manages web site.
• Monitors and responds to GCTG mail.

f) Cross Training 5%
• Assists with coordinating small moves, creating work orders for contracts, and handles issues in the absence of the Coordinator (monitor contracts, address issues, etc.).
• Learning and Applying knowledge of AutoCAD.
• Other duties as requested that will allow growth.
• Assists with supervisory duties within scope of authority.

g) Other 5%
• Trained on AutoCAD to create maps for visitors to the College and other duties as requested.
• Government Reporting-cross trained with other Facilities staff in Government Reporting.

QUALIFICATIONS:

Education:
• Two (2) years of post-secondary training in Business Administration

Experience and Additional Competencies:
• Minimum three years related experience
• Minimum two years of experience providing senior administrative support in a fast paced office environment with many interruptions and short deadlines
• Proficiency in Microsoft Office
• Excellent communication skills, both verbal and written
• Organizational skills
• Decision making skills
• Ability to resolve conflict and problem solve
• Must be able to work independently
• AutoCAD – Level 1 preferred
• Quality Control experience an asset

Supervisor: __________________________ Date: __________________________
Incumbent: __________________________ Date: __________________________