

Posting #24-159CU

Maintenance Lead Hand Facilities Management Regular, Full-time

Purpose

Reporting to the Facilities Services Manager and working closely with the Facilities Services Supervisor and Maintenance and Projects Supervisor, the Maintenance Lead Hand is responsible for providing functional supervision of Maintenance Assistants working within the Business Services areas (i.e. Northern Sport Centre, Residences, and Childcare Centre).

The Lead Hand is also responsible for completing a wide range of general maintenance, repairs, and labour and trades related tasks for the ancillary areas, including building and facility systems monitoring, to help ensure the preservation of a well maintained, fully functioning, and safe environment. This position will also be responsible for event set-up for Conference and Events Services.

Responsibilities

Duties include but are not limited to:

- Coordinating activities of contractors providing services within ancillary buildings (i.e. plumbing, glazing, painting, etc.);
- Prioritizing, assigning, verifying, and closing all WebTMA service requests related to ancillary requirements;
- Ensuring their direct reports have certifications, training, tools, and supplies required to complete all assigned tasks safely and competently;
- Ensuring compliance with established regulations, policies, and procedures to ensure that environmental protection and quality expectations are met;
- Operating mobile equipment (pick-up truck, skid steer, forklift, man-lift);
- Performing basic carpentry, plumbing repairs, and painting;
- Providing minor and routine building maintenance such as changing light bulbs, mounting whiteboards, moving furniture and exercise equipment, drywall patching, and painting walls;
- Setting up furniture, tents, displays, and other items for functions or events both indoors and outdoors;
- Responding to fire alarms and other emergencies as required;
- Recording details of tasks and hours within a computer-based maintenance management system (WebTMA);
- Performing general grounds-keeping including maintenance of gardens, lawns, and pathways;
- Removing snow and applying sand to walkways and stairs;
- Picking up and delivering freight or other items as required; and
- Providing back up and maintenance tasks for areas outside of the ancillary areas, as needed.

Qualifications

The successful candidate will possess the following:

- A high school diploma;
- A valid BC Driver's License;
- Minimum five years' experience in building operations and maintenance, preferably gained in a post-secondary environment; and
- Documented supervisory experience.

A demonstrated skill in a variety of trades, and knowledge and experience in the safe operation of a forklift is preferable. Must have excellent interpersonal skills and the ability to work in a service-oriented team environment. Must and be capable of performing strenuous physical activity such as heavy lifting up to 50 lbs.

An equivalent combination of education and experience will be considered.

Salary

This position has been classified at a Grade 8A. The annual salary range for this position is \$75,899.20 to \$79,040.00 and the normal starting salary will be \$75,899.20.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 7:00am – 3:00pm, Monday through Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.



About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employeewellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-159CU in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30PM on September 10, 2024.

