USW Casual Term Position Description

Position Title: Snow Removal & Facilities Assistant  
Division: Ancillary Services  
Department: Graduate House

Purpose

Under the general direction, and reporting to the Manager of Finance, Administration, and Operations (MFAO), the Snow Removal & Facilities Assistant provides essential after-hour snow removal services aimed at improving safety of, and access to, Graduate House.

The incumbent works independently, or occasionally as part of a team, and is responsible for clearing snow and ice from pathways and entrances to the building, access to the loading area, and key municipal and storm drains. This work may occur in extreme conditions, including freezing temperatures, and the Snow Removal & Facilities Assistant must have a keen sense of personal safety, familiarity with Occupational Health and Safety regulations, and undergo WHIMIS training, if not already acquired.

The Snow Removal & Facilities Assistant is also responsible for equipment and supplies related to snow removal, reporting to the MFAO and Facilities Supervisor any issues of concern, damaged items, or items needing to be restocked.

The Snow Removal & Facilities Assistant will also provide occasional emergency response for other facilities concerns, such as assisting with flood control.

As a member of Graduate House staff, the Snow Removal & Facilities Assistant must perform their duties as a representative of Graduate House, providing excellent service for residents, staff, and guests.

Qualifications Required

Education:

Current full-time University of Toronto student.

Experience:

Good knowledge of Occupational Health and Safety regulations. WHIMIS is an asset. Experience living and working in a University residence is preferred. Previous snow removal experience is required.

Skills:

Must be reliable, flexible, and responsive to service calls.

Must be able to lift and carry 50 lbs, stand, walk, bend, stoop, and twist repeatedly.
Must be able to work in difficult conditions, including freezing temperatures. Must be able to supply their own winter apparel.

Other:
Must be a self-starter with a willingness to take initiative and an ability to solve routine problems independently or with minimal supervision, while recognizing and referring more complex situations requiring more senior intervention.

Duties

1. **Snow Removal (90%)**
   - Responds to emergency requests for snow removal.
   - Clears snow from entrances, sidewalks, external stairway down to courtyard level, loading dock/area, key municipal and storm drains.
   - Spreads salt and deicers
   - Reports any concerns (flooding, graffiti, damages, etc) to Facilities Supervisor and Assistant to the Dean, Administration & Operations
   - Reads Snow Removal Safety document.
   - Works in compliance with all Occupational Health and Safety regulations.
   - Maintains all equipment and supplies needed for snow removal. Safeguards assets from theft and misuse.
   - Performs other duties as assigned.

2. **Guest Room Cleaning (5%)**
   - Responds to emergency requests for Guest Room preparation and cleaning.
   - Reports any damages found
   - Disposes of garbage
   - Wipes down surfaces
   - Cleans and disinfects washroom
   - Changes linens and replace complementary guest shampoo and soap
   - Vacuum room
   - Empty and clean mini fridge

3. **Administration (5%)**
   - Updates supervisor on snow removal and other assignments.
   - Provides notice of supplies that need to be ordered (salt, deicer, etc)
   - Keeps accurate timesheet records, submits hours for review and approval.
   - Updates Operations Manual as required.

**ADDITIONAL INFORMATION**

**Hours of Work:**
This job is part-time, on-call, weather-dependant job with no guaranteed hours. Snow removal may occur between 4:00 pm and 8:00 am on weekdays, and 24-hours a day on weekends and statutory holidays, or in the event of an absence of full-time staff member.
Rate of Pay:
$18/hour, 4-hour minimum.