



Operations Clerk

Administration

Facilities Services

Job Posting: U19-024 **Closing Date:** March 6, 2019
Position Type: Full-time Regular **Location:** Lansdowne/Interurban Campus
Start Date: ASAP
Schedule: Monday - Friday; 8:00 am - 4:00 pm (35 hrs/week)
Salary: Pay Grade 8; \$24.41 to \$26.09 per hour
Replaces: F. Mooney

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

GENERAL STATEMENT

Under the general direction of the Assistant to the Director, but with minimal supervision, the Operations Clerk provides operational, organizational, and administrative support to the Facilities Services department. This position performs a variety of tasks and projects in support of the Director, Associate Director, managers and supervisors in the coordination, scheduling and facilitation of daily operations and ongoing projects. As a front-line contact for college schools, divisions, departments and external agencies, the Operations Clerk works with sensitive and confidential information and issues requiring specialized knowledge, decision making, and tactful handling. Travel to and working at either campus may be required with minimal notice.

TYPICAL DUTIES

- Provides front line service by initiating and responding to calls or inquiries from departmental and college personnel, students, visitors, contractors, and other external agencies. As the call/inquiry requires, immediately evaluates the situation and coordinates an appropriate response following regulations, policies or procedures or by independent action as required;
- In the event of an emergent situation provides operational support and liaison with departmental and college personnel, and external agencies such as emergency service providers and contractors. Assists with the coordination of the College's Emergency Operations Center when activated;
- Assists department managers and supervisors in the coordination of buildings and grounds maintenance, construction and renovation projects. Assists with the coordination of the development of the departmental website and monitors it for currency;
- Coordinates the departmental work order process by evaluating, prioritizing, and following up Facilities Services work orders in a timely and effective manner. Assigns and distributes Facilities Services Work Orders when required;
- Facilitates and supports college events by coordinating departmental resources. Evaluates, prioritizes and follows up on Event Request forms in a timely and effective manner and communicates decisions back to Students Services. Gathers, maintains, and reconciles as needed, information from Facilities Services personnel on time spent supporting the event;
- Prepares and distributes the Weekend Security Report requiring input from Facilities Services managers and supervisors, other College personnel and external agencies;
- Manages the Lost & Found inventory and ensures that items are correctly safeguarded and where possible, identifies and contacts owner;

- Completes complex administrative forms and cross checks for signatures, compliance with regulations and accuracy. Gathers and maintains applicable data for department or for submission to Finance as required;
- Maintains security of and issues to college personnel and external contractors a variety of materials including parking decals, and keys;
- Establishes and maintains a variety of departmental and College-wide database and record keeping systems for key allocation, parking records, events, projects, and procedures, etc.; may involve sensitive and confidential documents and files;
- Coordinates room booking requests for departmental staff and external service contractors to facilitate building fabric upgrades or projects and arranges for access where necessary;
- Assists with the orientation of new Facilities Services employees;
- Monitors office equipment and arranges for technical support as needed;
- Performs secretarial and clerical duties including data entry, word processing, preparing graphs/presentations; filing, pick-up and delivery of mail and other college materials;
- Gathers and researches information as necessary, produces reports as requested;
- Participates on appropriate College and departmental committees;
- Gathers and records departmental leave/vacation data in the appropriate College software system and provides leave/vacation information to departmental personnel as requested;
- Orders office and custodial supplies independently or as directed;
- Coordinates travel arrangements and arranges meetings including scheduling/contacting participants, booking facilities and services, and preparing required materials;
- Identifies and adapts or develops new procedures to manage change and to increase efficiency within the position;
- Performs other related duties similar in scope and complexity.

QUALIFICATIONS

Grade 12 plus an Office Administration certificate and four years' experience in a similar sized operations/dispatch office environment or an equivalent combination of education and experience. Exceptional operational support/administrative skills including a demonstrated ability to take responsibility, display initiative, problem-solve, and make independent decisions. Ability to maintain confidentiality and multi-task to manage changing priorities and a high level of service. Excellent interpersonal skills to work as a team member and with the public, college staff and students. Excellent communication skills. High level of computer skills (MS Office Suite) in a networked environment with an aptitude for working with unique programs. Proven attention to detail and accuracy.

All interested candidates are encouraged to apply; to be considered for employment, applicants must meet the qualifications of the position and be eligible to work in Canada.

Note: Eligibility to work in Canada is granted through citizenship, permanent resident status or a work permit. You must be a Canadian citizen or permanent resident to accept a permanent job offer (unless stated otherwise in the posting). If you have a valid work permit, you may be eligible for temporary work but only until your work permit expires or is renewed.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer