General Worker Lead Hand – Facilities Management
(Bargaining Unit 179)

Date Posted: November 14, 2024
Posting Deadline: November 28, 2024
Department: Facilities Management
Type of Employment: Permanent, Full-time, Evenings
Group Affiliation: Bargaining Unit 179, $22.54 per hour

At Saint Mary's University, you will be surrounded by a talented and dedicated team of professionals committed to accessibility, diversity, and the provision of a positive and supportive learning environment. We recognize the importance of the contribution and growth of each individual in the University's success. We are currently looking to fill the position of **General Worker Lead Hand** to join our Facilities Management team.

What we offer

As a team member at Saint Mary's, we are proud to offer many benefits. Some of these include:

- Competitive compensation
- Comprehensive benefits package
- Defined Contribution Pension plan
- Vacation
- Employee Transit EPass through Halifax Transit
- Hours of work: Monday-Friday, Evenings, 3:00 PM – 11:00 PM

Job Information and Responsibilities

Under the direction of the Custodial Manager, the General Worker Lead Hand will:

- Perform the duties of a General Worker: Cleaning, waste collecting, setups, and office moving.
- Assign General Workers to specific areas of work.
- Verify that assignments are completed and that the work procedures are properly followed.
- Provide guidance and instruction to General Workers in the performance of their duties, as required.
- Order cleaning supplies and performs minor maintenance to equipment.
- Schedule a general worker to perform projects and meet a standard.
- Report where work or an area does not meet the standard. In the absence of management reports on such things as absenteeism, lateness, unauthorized absence from duty.
- In absence of management may excuse an employee from duty if the employee's condition places himself or the University in jeopardy (i.e., sickness, accident, abusive use of alcohol or drugs, etc.) Reports such incidents to Custodial Manager or Custodial Supervisor.
- Report to Custodial Supervisor following each completed shift to discuss completed work and projects.
- Other duties related to the above.

The Collective Agreement can be viewed here.

Experience and Education Requirements

To be the successful General Worker Lead Hand you will have:

- High School Diploma, Grade 12 with two (2) years or more related experience cleaning in a university or related institute environment.
- Team Skills: Ability to work in a team environment with a common purpose while maintaining positive working relationships with others.
- Communication Skills: Ability to communicate effectively in a positive manner conveying and responding to information.
- Customer Service Skills: Ability to interact with customers in a positive manner while maintaining a positive working relationship and delivering quality service.
- Working Independently: Ability to work alone and complete tasks with minimal supervision.
- Initiative: Ability to take initiative in completing tasks with minimal instruction.

Application Details

To apply for this opportunity please send application to Tiffany Laing, HR Advisor at tiffany.laing@smu.ca. Qualified candidates should submit the following with their application:

- Resume
- Cover Letter
- Three Professional References

Late applications may not receive consideration. We appreciate all applications and note that only candidates selected for an interview will be contacted. **No telephone calls please.**

At Saint Mary's University, equity and diversity are integral to excellence and enrich our community. As an institution committed to fostering an environment of inclusion and respect, we encourage all qualified candidates to apply; however, preference will be given to applicants who self-identify as Black/African Nova Scotians, Indigenous peoples, racialized persons/visible minorities, persons with disabilities and women. If you require accommodations during the recruitment process, please contact Talent Acquisition at hr@smu.ca.

About Saint Mary's University

Saint Mary's University is one of Canada's top primary undergraduate universities--known for its international collaborations, leadership in entrepreneurship, and research that benefits local and global communities. Our programs in Arts, Science, Graduate Studies and the Sobey School of Business are among Canada's best and feature professors who are committed to the success of their students. Saint Mary's provides our 7,000 students with a place that fosters possibility, excellent research opportunities, and distinguished graduate and professional programs combined with a caring community. Nestled in the heart of Halifax, Nova Scotia, on Canada's east coast, Saint Mary's University is marked by iconic buildings, green spaces and fresh ocean air. The Saint Mary's University community is committed to a prosperous future for the world—a world without limits.

Learn more about working at Saint Mary's University here and follow us on LinkedIn, Facebook, Twitter and Instagram!