

JOB DESCRIPTION

POSITION:	RESOURCE OPERATIONS ANALYST		
DEPARTMENT:	Facilities	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543568
HOURS OF WORK:	35	GRADE/CLASS:	0.12
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager, Parks & Facilities Assets and Projects, this position will be responsible for providing technical and administrative support to the Facility Operations division to assist in the management of its resources, such as materials, equipment, assets, procedures, staff, etc. Will collect data from departmental and corporate resources for performance, trending, cost effectiveness and life-cycle costs. Research and provide written recommendations concerning resources, such as legal requirements, recommended products and best practices for tracking and maintenance. Utilize computerized systems such as Excel, Access, and 360 Facility (or other databases or CMMS such as Hansen) to track materials, keys, tools, equipment, assets, staff, etc. Inventory and document resources, such as materials, keys, tools, equipment, assets, etc. Prepare procedures and staff training documentation and assist with staff training. Monitor maintenance schedules and warranty periods for various resources, such as tools, equipment or assets. Prepare council reports or DOAs, as required. Create and update webpages on Dashboard for Facilities Department. Create and maintain user manuals and inventory databases. Must maintain amiable relations with the public, other departments, and fellow staff. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary Graduation Diploma plus three (3) years of post-secondary training from a Community College or University in Engineering, Architecture, Business or Facility Management or Ontario Ministry of Education equivalency;
- Must have over one (1) year experience in an analytical or research capacity, preferably in a municipal or similar environment;
- Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's license will be required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must be proficient in a number of computer applications such as databases, spreadsheets and must have experience using Microsoft Office Suite of Products, such as Word, Excel, and Access;
- Must be both self-motivated and a team player;
- Must have excellent organizational and multi-tasking capabilities;
- Must possess strong problem-solving skills.
- Must have excellent written and verbal communication skills as well as interpersonal skills.
- Must maintain strict confidentiality of information at all times.
- Must be capable of working with a minimum of supervision.
- Experience in facility maintenance related Computerized Maintenance Management Software (CMMS) systems (e.g. 360Facility) is considered an asset.
- Experience in a facilities related environment with small to large facilities, facility maintenance, building systems, project management, and budgeting is considered an asset.
- The physical demands analysis associated with this job indicates a light level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.