



*Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.*

|                               |                                                                         |
|-------------------------------|-------------------------------------------------------------------------|
| <b>Job Title:</b>             | <b>Coordinator, Brampton Facilities</b><br><i>Staff Bargaining Unit</i> |
| <b>Position Status:</b>       | Limited-Term (12-month contract), Part-time (24 hrs/wk)<br>OSSTF        |
| <b>Department:</b>            | Facilities                                                              |
| <b>Supervision Received:</b>  | Director, Facilities                                                    |
| <b>Supervision Exercised:</b> | Student Assistants                                                      |
| <b>Location:</b>              | Brampton, ON                                                            |
| <b>Number of Positions:</b>   | 1                                                                       |

#### PRIMARY FUNCTIONS:

|                                    |             |
|------------------------------------|-------------|
| A. Facility & Project Coordination | 50%         |
| B. Maintenance & Repair            | 40%         |
| C. Shipping & Receiving            | 5%          |
| D. Other Duties                    | 5%          |
| <b>TOTAL</b>                       | <b>100%</b> |

Algoma University has an existing vacancy in the position of Coordinator, Brampton Facilities. The Coordinator, Brampton Facilities, under the direction of the Director, Facilities, will coordinate and support all Brampton Campus building needs including, but not limited to, coordinating building maintenance and services, shipping and receiving, applicable set-up and take down of spaces, performing general maintenance on University-owned equipment and furniture, and working closely with building maintenance and custodial staff, as required.



The Coordinator, Brampton Facilities must have demonstrated maintenance experience and the ability to liaise with contractors, as required.

#### RESPONSIBILITIES:

##### **A. Facility & Project Coordination (50%)**

- Handle inventory and asset management for the Brampton Campus.
- Ensure all classrooms and spaces on the Brampton downtown campus are maintained and ready for the day's planned activities, and look after the setup and takedown of university spaces as required for special events or other needs.
- Routinely monitor all interior and exterior areas of the downtown campus to maintain a safe and comfortable campus environment, liaising with the landlord to ensure security, custodial, and building maintenance requirements are met.
- Schedule and manage repairs and maintenance, minor works, and other work requests, tracking them to completion.
- Maintain records of facility service requests, building occupant issues, and other aspects of daily operation.
- Assist in the procurement of vendors and services pertaining to the facility's needs, as required.
- Identify opportunities for improved operations and service excellence, making recommendations to ensure all physical space maintenance procedures and performance measures are maintained at all times.
- Support and coordinate distribution of facility access cards/ key and locker distribution as required.
- Maintain a repository of external facility resources and coordinate access as needed.
- Assist with arranging office, classroom, or related space moves, as required.
- File and archive all building drawings, as-built drawings, and mechanical manuals for the Brampton area campus(es).
- Administrative support on campus projects (POs, agendas, etc.)

##### **B. Maintenance & Repair (40%)**

- Perform minor regular maintenance and repair on all University equipment and furniture, as required, or arrange for repair where necessary.
- As support to the Director, Facilities, work closely with contractors and landlords, as required.
- Liaise with vendors and suppliers, as required.
- Monitor all Physical Plant inventories and equipment for the Brampton downtown campus.
- Provide assistance in arranging storage, maintenance, and procurement of all supplies, furniture, and office equipment.



- Support scheduling and coordination of campus-wide paper shredding and secure shredding of documents, as required.

#### **C. Shipping & Receiving (5%)**

- Responsible for receiving, sorting, and delivering all incoming mail, courier deliveries, freight shipments, and packages for the Brampton downtown campus and coordinating all outgoing mail and courier deliveries as may be required.
- Develop and maintain accurate tracking records of inventories for shipping, receiving, and mail service and for incoming and outgoing shipments while liaising with various user groups and stakeholders. Ensuring accurate receiving records are maintained and shared with finance to facilitate payment.
- Identify, maintain, and ensure security for all shipped/received materials.
- Maintain orderly mail distribution systems, mailboxes, and pickups.
- Maintain stamping system cost controls.
- Coordinate with mail carriers, agents, and internal user groups, ensuring accurate documentation, cost control, and tracking.
- Coordinate with and provide recommendations to various user groups for mass mailings to ensure timelines, cost-effectiveness, and appropriate delivery or shipping methods.
- Work closely with the Shipper/Receiver Sault Ste. Marie Campus on all receiving documentation and process controls.

#### **D. Other Duties (5%)**

- Other duties as required and assigned by the Director, Facilities (or designate).

#### **WORKING CONDITIONS:**

##### **Physical Effort**

##### *Considerable*

Work activities required the incumbent to be standing or walking more than 60% of the time. Work activities may require frequent and lengthy periods of heavy physical effort

##### **Physical Environment**

##### *Moderate Hazardous*

Maintenance assessments and repairs are occasionally required for on-campus equipment, regardless of location (e.g. rooftop, mechanical room, grounds,



kitchens, washrooms, grease pit, etc.) or weather conditions

**Sensory Attention**

*Moderate*

Requirement for a moderate volume of work to be completed while accommodating competing and consistent interruptions

**Mental Stress**

*Considerable*

Work activities are performed in an environment with frequent exposure to mental pressure conditions where mental stress would be noticeable, such as conflicting deadlines, dealing with angry/emotionally disturbed/dangerous clients/public, regular disruption of personal life, or need to travel. Possible requirement to work outside of standard office hours

**MINIMUM QUALIFICATIONS**

- Undergraduate degree or advanced diploma in a related field, and minimum three (3) years of experience in a facilities coordinator, property management, or building maintenance role, or an equivalent combination of experience and education.
- Shipping and receiving experience is required.
- Demonstrated knowledge and understanding of WHMIS is required.
- Project management experience is required.
- Demonstrated ability to handle maintenance equipment, including power tools.
- Excellent communication skills, both written and verbal, are required.
- Ability to work independently and in a team environment.
- Understanding of, and demonstrated ability to uphold, confidentiality.
- Excellent interpersonal and communication skills with the ability to represent the university professionally in interactions with internal stakeholders and/or external communities.
- Excellent administrative and organizational skills with demonstrated ability to take the initiative and prioritize work in a high-volume office.
- Ability to multitask and work under pressure in a dynamic environment.
- Ability to work effectively with people of diverse backgrounds, styles, and abilities.
- Innovative problem-solver.
- Moderate understanding of technology for collaboration; strong computer skills, including Microsoft applications; G Suite preferred.
- Vulnerable Sector Police Check required.



**Salary Scale:**     \$63,256 to \$79,069 annually

**To apply for this position, please submit a resume and cover letter [HERE](#) no later than 4:00 p.m. on October 7, 2026.**

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities. Algoma University welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.