



Grounds & Transport Supervisor Facilities Management

Professional Staff Group
Regular Full-Time

Classification: Band D

Salary Rate: \$55,640-67,975 (Based on 40 hours per week)

Overview

StFX is a top ranking Canadian university and we are seeking a Grounds & Transport Supervisor to be part of the team at Facilities Management. This is a full time position reporting directly to the Manager, Maintenance. The successful candidate must possess excellent interpersonal communication skills and have the ability to motivate others. They must also be skilled in problem solving, decision making and planning, with excellent knowledge of regulatory codes and requirements and of performance management.

Key Responsibilities

- Plan, organize and supervise grounds crew to ensure that required and planned repairs, modifications and installation activities related to athletic fields, general turf areas, shrub borders, trees, sidewalks, entrances, streets and parking lots are completed in a safe, economical, durable, aesthetically pleasing and timely manner.
- Plan, organize and supervise transport crew to ensure that required moving requests are completed in a safe, economical and timely manner.
- Monitor the quality of grounds maintenance and repair work and transport move and direct & evaluate performance through regular inspection and direct supervision. Ensure work is completed in accordance with established standards.
- Field manage contracted companies and their personnel (snow removal, asphalt paving, waste collection, moving companies, etc.) and services to ensure satisfactory and acceptable performance standards and specifications.
- Maintain current knowledge of any new products or equipment that may aid in improving safety, productivity, and efficiency of grounds maintenance. Maintain and continuously improve maintenance schedules and processes based on new technologies.

Qualifications

- A Diploma in Business Administration, Horticulture or Agriculture is beneficial.
- Proven track record of leadership and supervision in a unionized environment
- Excellent written and oral communication skills and superior organizational skills
- Advanced knowledge of MS Office Suite (Excel, Outlook, Word) and ability to learn new programs efficiently and thoroughly (TMA, MesAmis, ADP, Kinetic Software)
- Proven ability to work independently, demonstrate initiative and be a self-starter
- Commitment to delivering exceptional value and great experience to customers
- Valid driver's license
- Confidentiality and discretion required

Application Instructions

Closing date for applications is February 28, 2023 at 1:00 pm To apply please submit a letter of application and a resume in confidence to **Human Resources, StFX University** at careers@stfx.ca. Only those selected for an interview will be contacted.

St. Francis Xavier University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

Our institution is committed to upholding the values of equity, diversity, inclusion and accessibility. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous persons (especially Mi'kmaq), racialized persons (especially African Nova Scotians), persons with disabilities, those who identify as women and/or 2SLGBTQIA+ and any others who would contribute to the diversity of our community. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at hr@stfx.ca or 902-867-5038.

About the Facilities Management

Facilities Management is a service oriented department that provides a wide range of services for the campus community, including housekeeping, grounds, carpentry, painting, plumbing, electrical, snow removal, grounds care, and utility generation and distribution. The Department also provides a number of support services, such as moving, project planning and estimating

About St. Francis Xavier University

Established in 1853, St. Francis Xavier University (StFX) is consistently recognized as one of the best universities in Canada. StFX exceeds the needs of today's undergraduates through providing the very best academic experience -- outstanding teaching, exceptional hands-on research opportunities, and global exchanges -- all within Canada's most vibrant and inspiring residential campus. Here, the focus is on the academic and the personal development of every student, making community and social engagement a large part of the learning experience. Our students are academically strong and highly engaged in every aspect of life, determined to make a positive impact on the world.

In 2022, Maclean's annual university rankings put StFX #1 in student satisfaction and #2 in reputation across Canada in the primarily undergraduate category. For more, visit www.stfx.ca

About Antigonish, Nova Scotia

The beautiful and historic town of Antigonish is located within the northeastern corner of Nova Scotia. Only a 15-minute drive from the ocean and a two-hour drive to major urban centres, Antigonish is a family-friendly community with a diverse and growing population and provides access to excellent education at all levels. The town is surrounded by rolling countryside and beautiful beaches and is a hotspot for outdoor recreation, sports and other active lifestyle activities. Antigonish supports a vibrant culture in the arts with music, performing arts, visual arts and crafts, and fabulous festivals happening throughout the year.

For more information visit www.townofantigonish.ca or www.visitantigonish.ca.