



# ST. FRANCIS XAVIER UNIVERSITY

## Grounds & Transport Supervisor – Facilities Management

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. Salary for this position starts at \$55,640-67,975 (Band D of the Non-Union Professional Staff salary grid), working 40 hours/week.

### **Responsibilities include:**

- 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/Skills:**

- 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

Closing date for applications, August 22, 2022 at 1:00 pm. All applicants are encouraged to apply and will be considered if there are no qualified bargaining unit applicants. To express your interest in this role, please direct your application in confidence to:

**Human Resources, St. Francis Xavier University**

Email: [careers@stfx.ca](mailto:careers@stfx.ca)

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 and inclusion. 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 2SLGBTQ+ 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](mailto:hr@stfx.ca) or 902-867-5038