

Job Fact Sheet Questionnaire

CAAT Job Evaluation System for Non-Bargaining Unit Employees

Ontario Colleges of Applied Arts and Technology

The Job Fact Sheet Questionnaire (JFS) is used to gather information for job evaluation purposes for the Colleges' Administrative Staff, Part-Time Support Staff, Part-Time and Sessional Academic Staff positions. Please read each section carefully before completing.

The Education and Experience sections are to be completed by the College according to the College's recruitment standards.

Upon completion by an incumbent, the JFS is reviewed and, when necessary, adjusted by the position's Manager and the Senior Manager responsible for the position. Any changes to the JFS are to be reviewed with the incumbent prior to evaluation. The JFS is then submitted to the appropriate College official for job evaluation purposes.

The JFS is not finalized until it has gone through the job evaluation process, and the results have been confirmed by the College. A copy of the finalized JFS will be provided the incumbent for information purposes and as a job description.

POSITION IDENTIFICATION

Effective: November 5, 2013

Updated: February 19, 2019

Updated: August 12, 2025

College: St. Lawrence College
Incumbent: Vacant
Position Title: Director, Facility Management Services
Position #: 00000440
NOC Code: 0714
Classification: Payband 14
Division/Department: Facilities Management Services
Location/Campus: Kingston with Tri-Campus Responsibilities
Immediate Supervisor (title): Vice President, Finance, Procurement, Risk and Chief Financial Officer

Type of Position:

☒ ☐ ☐ Administrative

☐ ☐ ☐ Part-Time Administrative

☐ ☐ ☐ Sessional Academic

☐ ☐ ☐ Part-Time Academic

☐ ☐ ☐ Part-Time Support

☐ ☐ ☐ Other

I have read and understood the contents of the Job Fact Sheet (if completed by an incumbent):

Incumbent: _____

Date: _____

Recommended by

Position's Manager: _____

Date: _____

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Approved by

Senior Manager: _____

Date: _____

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POSITION SUMMARY

Provide a concise description of the position by identifying its most significant responsibilities and/or accountabilities.

Reporting to the Vice President, Finance, Procurement, Risk and Chief Financial Officer, the incumbent is accountable for operational, strategic planning, leadership, budget, and human resource management issues for the Facilities Management Services department.

Provides expert advice to the Vice President, Finance, Procurement, Risk and Chief Financial Officer on strategies for achieving long-term College goals including major renovations, cyclical facility renewal, new construction, sustainability, as well as the negotiation and monitoring of multiple service contracts related to the functions of the department, e.g. cleaning and facilities management. Ensures the College is risk aware, and complies with all applicable laws, statutes, and regulations with respect to physical assets and health and safety.

The incumbent is accountable for the planning, operation and maintenance of the College's physical plant and ground operations; including engineering services, electrical/mechanical systems, plant operations, building and grounds maintenance.

KEY DUTIES

Provide a description of the position's key duties. Estimate the percentage of time spent on each duty (to the nearest 5%). Add an extra page if necessary.

KEY DUTIES

% OF TIME

1 1. Facilities Sustainability, Planning and Control

(40%)

- Provides leadership in developing short- and long-range plans and strategies to ensure the optimum development and use of appropriate facilities in response to the College's present and future needs
- Directs research and development of college-wide facility design standards, long-range Strategic Capital plans and short-term forecasts for new or renovated facilities as they relate to the academic and service needs of the College and the College's Strategic Plan.
- Plans, directs, builds and coordinates the development, and revision, as required and appropriate, of approved Master Space Plan for the College, including prioritization of projects, in response to existing and anticipated program needs and financial realities; supervises progress of the College's Master Space Plan projects for adherence to College financial policies, safety guidelines and academic scheduled timelines

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- Oversees lease of College property to others and lease by the College of other property, major alternations and renovations, and disposition (sale, transfer or conveyance) of College property
- Directs actions necessary to provide for necessary rezoning, variances, easements, encroachments, permits, and appraisals
- Participates in the new development and directs the implementation of emergency recovery and operations plans, and contingency plans as they apply to buildings and physical resources.
- Recommends, implements and oversees appropriate policies and practices to ensure relevance to current needs, to meet changing legislative regulations and the College's overall academic, financial, and human resource goals, and to ensure the physical health, well-being and safety of students, faculty and staff in College facilities and on College grounds
- Plans, develops, and implements new methods and procedures designed to improve operations, minimize operating costs, and effect greater utilization of College resources
- Ensures effective internal controls are implemented and maintained to safeguard the College's physical assets
- Ensures the optimization of the College's facilities required to meet its academic and operational needs, through effective management of the allocation and use of space
- Develops relationships for effective liaison with city and other government officials on capital and planning issues
- Engages in planning and budgeting issues across the organization, ensuring financially viable space and facilities planning. Analyzes all facility requests/needs with regard to available college-wide resources and collaborates with the campus space committees to ensure partner requirements are met within an acceptable College plan. Develops recommendations on space and services required to achieve the College's multi-year objectives.

(35%)

Management of College-wide Facilities and Services

- Accountable for ensuring appropriate and effective management of College buildings and lands for optimum use and occupancy. Ensure our facilities meet the needs of the contemporary learner, staff and our communities, while maintaining a sustainable, safe and secure environment.
- Interprets federal, provincial and municipal regulations and reporting requirements relating to buildings, facilities, occupational health and safety and ensures the College's compliance with applicable provisions.
- Directs the daily operation of approximately 1 million square feet of building space and 134 acres of grounds at three campus locations.
- Oversees the administration of caretaking/housekeeping, HVAC, Electrical, Mechanical and other building systems
- Directs the College-wide energy management program which balances energy conservation with acceptable comfort levels for

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- students, faculty and staff
- Directs research into, negotiates and enters into contracts which have financial implications for the College, e.g. contracts with suppliers of hydro power, natural gas, building systems maintenance, snow removal and grounds maintenance, pest control, waste disposal and recycling, elevator maintenance, etc; Provides advice to the College community on issues relating to these and other contracts.
- Directs the development of college-wide maintenance and operating needs, assessment instructions, methods and procedures, plans for scheduled and deferred maintenance projects, and maintenance activities on utility systems to provide continuous supply of heat, electric power, gas, or air required for operations; Maintains records and files reports as required regarding the funding of deferred maintenance projects (VFA System)
- Directs the administration and project management of all construction contracts for major and minor construction projects; monitors standards for construction and operations of buildings; provides for inspection of construction work in progress.
- Coordinates the selection, assignment and activities of external architects, engineers, planners, and consultants as required in planning, construction, remodeling, and renovation of physical facilities
- Directs the administration of design/construction project budgets, tracking of actual expenditures against budget and estimates future expenditures to ensure projects are completed within budget and on time.
- Accountable for creating and managing with an entrepreneurial bias to explore new opportunities for the College and to monitor, evaluate and negotiate quality and cost-effective support and retail services that provide maximum returns. Prepare tender documents and recommend contract services.

3. Human Resources Planning and Management

(15%)

- Determines the short and long-term departmental staffing needs and resources for optimal organizational management and service delivery.
- Establishes a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations. Fosters an environment that supports teamwork, empowerment, and accountability of staff.
- Oversees the development of position description forms and/or job fact sheets for department staff.
- Recruits, interviews, and hires staff that have the right technical and personal abilities to help further the College's mission and vision.
- Ensures that staff receive an orientation to the College and department, and that appropriate training is provided.
- Ensures that the appropriate HR performance management process is carried out for all staff, which includes monitoring the performance of

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staff on an on-going basis and conducting annual performance reviews.

- Coaches and mentors staff as appropriate to develop performance achievement. Provides leadership to staff in the areas of supervision, problem solving, planning, goal setting and attainment, program and service development, team building and acquiring resources.
- Disciplines staff when necessary, using appropriate techniques, releases staff when necessary, using appropriate and legally defensible procedures.

(10%)

4. Contract Planning and Management

- Directs the development of bid specifications and bid evaluation matrices. Engages with the College's Purchasing Division to ensure best value for the College.
- Develops a contract review schedule and performance metrics for all Facility Management Services contracts.
- Ensures construction, contracted services, and goods are procured in accordance with BPS directives.
- Ensures the effective management and evaluation of contract service providers.
- Monitors the effectiveness and efficiency of departmental services to maintain or improve quality and customer service. Ensures that services contribute to the College's mission and reflect the priorities of the Board.

TOTAL:

100%

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1. COMPLEXITY - JUDGEMENT (DECISION MAKING)

Complexity refers to the **variety** and relative **difficulty** of **comprehending** and **critically analyzing** the material, information, situations and/or processes upon which decisions are based.

Judgement refers to the **process** of identifying and reviewing the available options involved in decision making and then choosing the most appropriate option. Judgement involves the application of the knowledge and experience expected of an individual performing the position.

Provide up to three examples of the most important and difficult decisions that an incumbent is typically required to make.

- a) The College is faced with current and future conflicting space demands. The incumbent consolidates financial considerations, College priorities outlined in the Strategic, Business, and Master Campus Space plans, and College Space and Capital Committee direction to develop a college plan to optimize space utilization. Balances the conflicting priorities and complexities of short- and long-term goals to provide sufficient facilities capacity to meet the demands of the College's students, academic programming, services and campus requirements.
- b) Capital outlay for new building projects, building renovation, deferred maintenance, and general furniture and fixture requirements is subject to budget constraints. The incumbent will direct development of Facility Management Services long-range capital budgets and will work with the College Strategic Capital Planning Committee to ensure that sound decisions are based on; the College Strategic plan, the Campus Master Plans, and on condition audits of facilities and building equipment.
- c) The incumbent makes recommendations based on legal complexity of external contracts and interactions with College resources and Campus facilities. The Director oversees functional requirements/ building specifications and works with contractors to identify, evaluate and secure the appropriate services and materials and to ensure long-term effectiveness and efficiency of the Facility Management Services Department.

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2. EDUCATION (to be completed by the College)

Education refers to the **minimum level** of formal education and/or the type of training or its equivalent that is required of an incumbent at the **point of hire** for the position. This may or may not match an incumbent's actual education or training.

The College is to identify the minimum level of education and/or type of training or its equivalent that is required for the position based upon the College's recruitment standards.

Non-Post Secondary

☐ Partial Secondary School

☐ Secondary School Completion

Post Secondary

☐ 1-Year Certificate

☐ ☒ 4-Year Degree

☐ 2-Year Diploma

☐ Masters Degree

☐ 3-Year Diploma/Degree

☐ Post Graduate Degree

☒ Professional Designation

Specify: PEng. or equivalent

☐ Other

Specify:

A) Specify and describe any program speciality, certification or professional designation necessary to fulfil the requirements of the position.

Professional Engineer with specialty in civil or mechanical engineering, or equivalent designation.

B) Specify and describe any special skills or type of training necessary to fulfil the requirements of the position (e.g., computer software, client service skills, conflict resolution, operating equipment).

- Strong managerial/leadership skills, including demonstrated flexibility in leadership.
- Mature and independent Judgement/Decision-making.
- Demonstrable initiative, imagination, resourcefulness, and tact.
- Proven ability to provide strategic direction and ensure effective work structure to maximize productivity and achieve goals.
- Customer orientation – demonstrated ability to identify the needs of the College community and to propose appropriate solutions while stabilizing and maintaining effective relationships with outside collaborators and other partners.
- Building Trust – the incumbent will possess high ethical standards and have a reputation for dealing honestly and openly with issues and staff, acting at all times with integrity, which is recognized and respected by senior management, peers, partners, and staff.
- Demonstrated understanding of the Architectural, Structural, Mechanical and Electrical building

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systems

- Knowledge of facilities planning processes, design and construction, facilities maintenance management and systems, utilities and housekeeping operations
- Familiarity with the OH&S, Building/Fire/Safety/Environmental Codes and Regulations
- Computer software (Building Automation Systems, Maintenance Management Systems, Construction/Project Management systems, Computer Aided Drafting, general office software)
- Significant experience with project management, process engineering and design for large complex projects.
- Contract mediation and negotiation skills with multiple partners
- Knowledge of Human Resources and Labour Relations policies and practices
- Experience reading/interpreting large, complex facilities drawings, specifications, and project work orders.
- Knowledge of College policies and practices

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3. EXPERIENCE (to be completed by the College)

Experience refers to the amount of **related, progressive** work experience required to obtain the essential techniques, skills and abilities necessary to fulfil the requirements of the job at the **point of hire** into the position. This may or may not match the incumbent's actual amount of experience.

The College is to identify the minimum amount and type of experience appropriate for the position based upon the College's recruitment requirements.

Experience required at the point of hire. Up to and including:

☐ 0 - no experience

☐ 3 years

☐ 1 month

☐ 5 years

☐ 3 months

☐ 7 years

☐ 6 months

☒ 9 years

☐ 1 year

☐ 11 years

☐ 18 months

☐ 13 years

☐ 2 years

☐ 15 years

Specify and describe any specialized type of work experience necessary to fulfill the requirements of the position.

- Minimum of nine years' experience in Facilities management in a large, complex multi-operational setting, including the leadership and supervision of unionized employees and contracted services.
- Experience in a senior leadership role with responsibility for budgeting, forecasting, reporting and costing.
- Supervisory experience including hiring, assigning work, evaluating, performance appraisals, performance management, discipline, professional development, etc.
- Proven experience analyzing data utilizing electronic information and technology.
- Ability to collaborate with internal and external contacts to advance the goals of the College.
- Requires specific experience managing and developing large budgets, and monitoring significant project expenditures

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4. INITIATIVE - INDEPENDENCE OF ACTION

Initiative - Independence of action refers to the **amount of responsibility** inherent in a position and the **degree of freedom** that an incumbent has to **initiate** or **take action** to complete the requirements of the position. An incumbent is required to foresee activities and decisions to be made, then take the appropriate action(s) to ensure successful outcomes. This factor recognizes the established levels of authority which may restrict the incumbent's ability to initiate or take action, e.g., obtaining direction or approval from a supervisor, reliance on established procedures/methods of operation or professional practices/standards, and/or built-in-controls dictated by computer/management systems.

A) Briefly describe up to three typical job duties/types of decisions that the incumbent is required to perform using their initiative without first having to obtain direction or approval from a supervisor.

- a) Allocates resources within the approved budget by planning, organizing & assigning work to staff, consultants & contractors to achieve department goals and objectives
- b) Selects & hires consultants/contractors & co-ordinates & oversees their work
- c) Hires, evaluates & disciplines staff as required.

B) Briefly describe up to three typical job duties/types of decisions that the incumbent is required to perform which required the direction or approval from a supervisor.

- a) Changes to staffing model/department structure
- b) Significant variances to the budget
- c) Approval for unplanned significant projects

Give specific examples of guidelines, procedures, manuals (formal or informal), computer systems/programs that are used in performing job duties and in making decisions, e.g., Government regulations, professional or trade standards, College policies or procedures, department or program procedures, computerized/manual programs/systems and any other defined methods or procedures.

- College's Strategic Plan, Business Plan, Master Campus Space Plan, Enrolment Plan
- College Policies & Procedures, Departmental Practices
- MTCU guidelines/directives, BPS directives, Auditor General of Ontario
- Governing regulations, e.g. Ontario Building, Fire, Elevator Safety, Natural Gas & Fuel, Hydro, Plumbing & Occupational Health & Safety Codes; National Fire Prevention, Ministry of Labour & WHMIS;
- Collective agreements, maintenance contracts, service contracts;
- Building automation & maintenance/ computer-aided facilities management manuals;

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5. POTENTIAL IMPACT OF DECISIONS

Potential Impact of Decisions recognizes the **potential consequences** that **errors in judgement** made by an incumbent, despite due care, could have on the College. Usually, the higher the level of accountability inherent in a position, the greater the potential consequences there are on the College from errors in judgement.

Give up to three examples of the typical types of errors in judgement that an incumbent could make in performing the requirements of the position. Do not describe errors which could occur as a result of poor performance, or ones that are rare or extreme. Indicate the probable effects of those errors on the College, e.g., loss of reputation of program/College, waste of resources, financial losses, injury, property damage, affects on staff, students, clients or public.

- a) Errors in judgement surrounding the decisions on major capital investments could result in significant waste of resources, financial losses and loss of confidence from MTCU and/or other funders.
- b) Errors in work plans and implementation could have a serious effect on occupant safety resulting in prosecution by regulatory bodies, legal action against the College and/or potentially significant interruption in business operations.
- c) The incumbent supervises the staff and operations of several major functional areas including, building operations. Supervision is exercised directly, or through subordinate supervisory personnel, overall professional and support staff personnel in these departments. Incumbents are responsible for subordinate staff in actions having significant legal and financial consequences: (potentially major) financial losses due to theft or other actions, loss of reputation of the College; lack of information integrity for decision making, legal actions, and fines.
- d) Errors in contracts binding the College may result in financial penalties, and risk to reputation to College.

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6. CONTACTS AND WORKING RELATIONSHIPS

Contacts and Working Relationships refers to the **types, importance** and **intended outcomes** of the contacts and working relationships required by an incumbent to perform the responsibilities of a position. It also measures the skill level required to be effective in dealing with contacts and being involved in working relationships. This factor does **not** focus on the level of the contact, but on the **nature** of the contact.

Indicate by job title, with whom an incumbent is required to interact to perform the duties and responsibilities of the positions. Describe the nature, purpose and frequency of the interaction, e.g., exchanging information, teaching, conflict resolution, team consultation, counselling.

Contacts	Contacts by Job Title	Nature and Purpose of Contact	Frequency of Contact	
Internal to the College:			Occasional	Frequent
Internal to the college, e.g. students, staff, senior management, colleagues.	Board of Governors	Facilities presentations	X	
	SLT	Facilities presentations, SLT agenda items	X	
	Vice-President Finance	Consultation/providing advice/gaining approvals/sharing information/gaining perspectives/receiving direction/reporting		X
	College Administration – Deans, Directors, College Leadership Team, Managers, etc.	Analysis of long & short-term facility planning, space utilization, construction and/or renovation, financial and budget planning, and service issues.		X
	Direct reports (Managers and unionized employees)	Departmental goal setting, performance planning, providing direction, guidance, team building, conflict resolution		X
	Other College Departments	General information, budget process direction and advice		X
	Space Planning Committee	Resource, service and project negotiation, conflict resolution		X
	College community including students, faculty, and other staff	Updates on Facility planning, campus master plan updates,	X	
	Other College Committees – CLT, AODA, Emergency Planning Committee, Risk Management Committee, Capital Planning Committee	Active Participation, resource, consultation		X

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Contacts	Contacts by Job Title	Nature and Purpose of Contact	Frequency of Contact	
			Occasional	Frequent
External to the College:				
External to the college, e.g. suppliers, advisory committees, staff at other colleges, government, public/private sector.	Directors at other Colleges and college facility association (OCFMA).	Exchanges information on suppliers, services, and best practices. Develop association beneficial to the College, Professional development		X
	MTCU and other ministries	Consulting, information sharing and negotiation. Capital submissions		X
	Federal, provincial, municipal and regulatory agencies	Planning issues, site and building permits, information exchange, negotiation and conflict resolution	X	
	Liaise with Manager, Risk Contracts and insurance	Verification of contracts, services, and compliance with legal and audit standards	X	
	Contractors, Consultants, and Suppliers (e.g. utilities suppliers)	Construction/contract documentation, specifications, contract negotiation, direction, oversight, quality assurance, payment approvals, conflict resolution		X
	General Public	Community meetings, hearings, facility issues, etc.	X	

Occasional (O) Frequent (F)	Contacts are made once in a while over a period of time. Contacts are made repeatedly and often over a period of time.
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7a. CHARACTER OF SUPERVISION/FUNCTIONAL GUIDANCE

Character of Supervision identifies the **degree and type** of supervisory responsibility in a position or the nature of functional/program supervision, technical direction or advice involved in staff relationships.

(√) Check the applicable box(es) to describe the type of supervisory responsibility required by an incumbent in the position:

- ☐ Not responsible for supervising or providing guidance to anyone.
- ☒ Provides technical and/or functional guidance to staff and/or students.
- ☐ Instructs students and supervises various learning environments.
- ☐ Assigns and checks work of others doing similar work.
- ☐ Supervises a work group. Assigns work to be done, methods to be used, and is responsible for the work performed by the group.
- ☐ Manages the staff and operations of a program area/department.*
- ☒ Manages the staff and operations of a division/major department.*
- ☐ Manages the staff and operations of several divisions/major departments.*
- ☒ Acts as a consultant to College management.
- ☐ Other e.g., counselling, coaching. Please specify: Mentoring, coaching managers for succession planning.

* Includes management responsibilities for hiring, assignment of duties and work to be performed, performance management, and recommending the termination of staff.

Specify staff (by title) or groups who are supervised/given functional guidance by an incumbent.

- Manages a staff of all unionized employees and 3 Admin Group employees.

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7b. SPAN OF CONTROL

Span of Control is complementary to **Character of Supervision/Functional Guidance**. Span of Control refers to the **total number of staff** for which the position has supervisory responsibility, (i.e., subordinates, plus all staff reporting to these subordinates).

Enter the total number of full time and full-time equivalent staff reporting through to the position. Also identify the number of staff for whom the position has indirect responsibility (contract for service), if applicable.

Type of Staff	Number of Staff
Full-Time Staff	9
Non-Full Time Staff (FTE) *	0
Contract for Service **	1 (see note)
Total:	10

*** Full Time Equivalency (FTE) conversions for non-full-time staff are as follows:**

Academic Staff

Identify the total average annual teaching hours taught by all non-full-time teachers (part-time, partial load and sessional) for which the position is accountable and divide by 648 hours for post-secondary teachers and 760 hours for non-post-secondary teachers.

Support Staff

Identify the total average annual hours worked by part-time support staff for which the position is accountable and divide by 1820 hours.

Administrative Staff

Identify the total average annual hours worked by non-full time administrative staff for which the position is accountable and divide by 1820 hours.

** Contract for Services

When considering “contracts for services,” review the nature of the contractual arrangements to determine the degree of “supervisory” responsibility the position has for contract employees. This could range from “no credit for supervising staff” when the contracting company takes full responsibility for all staffing issues to “prorated credit for supervising staff” when the position is required to handle the initial step(s) when contract staffing issues arise.

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8. PHYSICAL AND SENSORY DEMANDS

Physical/Sensory Demands considers the **degree** and **severity** of exertion associated with the position. The factor considers the intensity and severity of the physical effort rather than the strength or energy needed to perform the task. It also considers the sensory attention required by the job as well as the frequency of that effort and the length of time spent on tasks that cause sensory fatigue.

Identify the types of physical and/or sensory demands that are required by an incumbent. Indicate the frequency of the physical demands as well as the frequency and duration of the sensory demands. Use the frequency and duration definitions following the tables to assist with the descriptions.

PHYSICAL DEMANDS

Describe the types of activities and provide examples that demonstrate the physical effort that is required in the position on a regular basis, i.e., sitting, standing, walking, climbing, lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period of time.

Types of Activities that Demonstrate Physical Effort Required	Frequency (note definitions below)				
	Occasional	Moderate	Considerable	Extended	Continuous
Sitting for extended periods at computer station.				X	
Walking/kneeling/crouching – inspecting campuses, constructions sites		X			

SENSORY DEMANDS

Describe the types of activities and provide examples that demonstrate the sensory effort that is required in the position on a concentrated basis, i.e., reading information/data without interruption, inputting data, report writing, operating a computer or calculator, fine electrical or mechanical work, taking minutes of meetings, counselling, tasting, smelling etc.

Types of Activities that Demonstrate Sensory Effort Required	Frequency (note definitions below)					Duration
	Occasional	Moderate	Considerable	Extended	Continuous	Short Intermediate or Long
Research, analysing data, large volume of reading material, blueprint drawings		X				I
Preparation/review of contract specifications & contract negotiation		X				S
Report writing		X				I

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Types of Activities that Demonstrate Sensory Effort Required	Frequency (note definitions below)					Duration
	Occasional	Moderate	Considerable	Extended	Continuous	Short Intermediate or Long
Counselling staff, team building, conflict resolutions		X				S
Chairing of meetings/work groups		X				I

FREQUENCY:

Occasional:	Occurs once in a while, sporadically.
Moderate:	Occurs on a regular, ongoing basis for up to a quarter of the work period.
Considerable:	Occurs on a regular, ongoing basis for up to a half of the work period.
Extended:	Occurs on a regular, ongoing basis for up to three-quarters of the work period.
Continuous:	Occurs on a regular, ongoing basis throughout the entire work period except for regulated breaks.

DURATION:

Short:	Up to one hour at a time without the opportunity to change to another task or take a break.
Intermediate:	More than one hour and up to two hours at a time without the opportunity to change to another task or take a break.
Long:	More than two hours at a time without the opportunity to change to another task or take a break.

9. WORKING CONDITIONS

Working Conditions considers the frequency and type of exposure to undesirable, disagreeable environmental conditions or hazards, under which the work is performed.

Describe any unpleasant environmental conditions and work hazards that the incumbent is exposed to during the performance of the job.

Environment

Describe the types of activities and provide examples that demonstrate exposure to unpleasant environmental conditions in the day-to-day activities that are required in the job on a regular basis, e.g., exposure to dirt, chemical substances, grease, extreme temperatures, odours, noise, travel, verbal abuse, body fluid, etc. Indicate the activity as well as the frequency of exposure to undesirable working conditions.

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Types of Activities That Involve Job Related Unpleasant Environmental Conditions	Frequency (note definitions below)		
	Occasional	Frequent	Continuous
Tri-campus position requires travel between campuses on a regular basis		X	
Travel to conferences and seminars, other colleges	X		
Irregular work hours and on-call 24/7 for emergencies	X		
Dealing with behaviourally difficult clients, staff or contractors	X		
Dirt, dust, in plant areas & construction sites	X		

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Hazards

Describe the types of activities and provide examples that demonstrate the hazards in the day-to-day activities that are required in the job on a regular basis, e.g. chemical substance, electrical shocks, acids, noise, exposure to infectious disease, violence, body fluids, etc. Indicate the activity as well as the frequency of exposure to hazards.

Types of Activities That Involve Job Related Hazards	Frequency (note definitions below)		
	Occasional	Frequent	Continuous
Exposure to construction site hazards	X		
Exposure to hazardous substances in plant areas, emergency or crisis situations	X		

Frequency:

Occasional	Occurs once in a while, sporadically.
Frequent	Occurs regularly throughout the work period.
Continuous	Occurs regularly, on an ongoing basis, throughout most of the work period.

Additional Notes Pertaining to this Position:

Please save form in the following format: "Position Title – Department – Incumbent".
Please note formatting errors will be corrected if necessary.
To cursor from one entry point to the next please use the arrow keys or Tab.