**Title of Position:** Sustainable Campus Assistant (Frost)

**Division/Department**: Office of Sustainability

**Job Duties**

Assist with the following: Assist with basic care and maintenance of the bicycles in the Frost Bike Loan Program fleet. Perform basic care and maintenance for Interior Greening Plants. Maintain vermicomposting system. Brew and apply compost tea from vermicomposters. Perform basic maintenance on Green Roof. Record observations and photo document condition of green roof. Input data into database. Perform basic maintenance in Butterfly garden. Propagate plants for Living Wall. Monitor and record light and water quality parameters on Living Wall system. Input data into database. Participate in leading public tours. Other duties of a similar nature to above, as assigned. Assist in the evaluation of over 50 bird nest boxes at the Frost Campus following the Bird Studies Canada – Nest Watch Protocol. Collect nest box temperature data using data loggers and record hatching and fledging success over the summer. Enter data online and keep detailed records including photo documentation at selected sites. Discuss the project with members of the public who may enquire about our activities.

**Qualifications**

* 1 year of post-secondary environmental education completed
* Knowledge of safe working procedures
* Experience caring for and maintaining bicycles in safe working order
* Experience growing and caring for indoor and outdoor plants
* Ability to use basic monitoring devices (e.g. thermometer, hand-held meters, data logging shuttles)
* Ability to keep detailed and accurate notes
* Good photo documentation skills
* Good oral and written communication skills
* Good customer service skills to deal effectively with staff and the public
* Some mechanical aptitude to perform a variety of mechanical tasks including use of hand tools and equipment related to the job (e.g. shovels, rakes, pruners, screw drivers etc.)
* Ability to lift, carry, hold, bend and stoop, as well as load and unload materials and equipment
* Ability to work as an effective team member
* Ability to carry out basic oral and written instructions with minimal supervision
* Ability to work outdoors in fluctuating conditions and walk up to 5 kilometers over uneven terrain

**Additional Information ie special equipment or travel**

* Must provide own steel toed shoes/boots (eye and ear protection supplied)