

# Fleming College

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## POSITION DESCRIPTION FORM (PDF)

### Part-time Support Staff

#### Instructions for Completing the PDF:

- This 'smart' form template is to be completed & submitted electronically to the HR Consultant.
- Complete each section as accurately and succinctly as you can in the space provided. If you have questions, contact your respective HR Consultant for assistance.

Depending on the duration of the work assignment, you will be required to complete the Cover Page and Part 1 only **or** Parts 1 & 2 **or** Parts 1, 2 and 3.

#### **CPT Tier I - Cover Page and Part 1 only**

- Casual part-time support staff work that is temporary/transitory only and will not exceed a duration of one academic semester (4 months). For temporary assignments within this category which are recurring year-over-year within specific business cycles (e.g. start-up), please follow the directions below for Tier II.

#### **CPT Tier II - Cover Page and Parts 1 & 2 only**

- Casual part-time support staff work that is term certain but that will be for a duration of more than one academic semester up to four academic semesters (more than 4 months up to 16 months).

#### **RPT only - Cover Page and Parts 1, 2 & 3**

- Regular part-time (RPT) support staff work that is required as part of ongoing operational needs and is considered to be long-term/permanent in nature.

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## POSITION DESCRIPTION FORM (PDF)

Choose an item. **Part-time Support Staff**

**Position Title:** Health and Safety Coordinator

**Position Number:** PT0211

**Pay Band:** 8

**Reports To:** Kim English

**Appointment Type:** Other-details at right. **“Other” Hours Details:** [Click here to enter text.](#)

**Scheduled Weekly Hours (maximum 24 hours per week):** [Click here to enter text.](#)

**PDF Completed By (Manager Name):** [Click here to enter text.](#)

**Effective Date:** April 7, 2021 **Last Revision:** April 7, 2021

### SIGNATURES

**Incumbent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(indicates incumbent has read and understood the Position Description Form details)*

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)*

**NOTE:** Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

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## PART ONE:

### POSITION SUMMARY

Reporting to the Manager, Health & Safety, Emergency Planning and Legislation, the Health and Safety Coordinator provides administrative support and guidance to H&S related initiatives; including updating web portal, compiling reporting data, maintain protocols and plans. Working with the H&S Officer shares responsibility for maintaining all safety related COVID protocols including SWP database and training tools. The incumbent will also work together with other Health and Safety and Physical Resources Department (PRD) support staff to provide ad-hoc administrative support to PRD, as needed.

### KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	<p><b>Provides support to H&amp;S related initiatives</b></p> <ul style="list-style-type: none"><li>• Primary front-line customer service contact for corporate H&amp;S activities and inquiries, including ergonomics</li><li>• Maintains accurate corporate H&amp;S records, standard operating procedures &amp; filing systems to support the Internal Responsibility System (IRS)</li><li>• Maintains the College's 'Hazardous Waste' schedules; liaises with service providers &amp; College staff to coordinate pick-up cycles for all Campuses</li></ul>	50

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	Summary Details	Percentage %
	<ul style="list-style-type: none"> <li>• Participates with other Physical Resources Department (PRD) staff in Emergency Response Protocols</li> <li>• Maintains the corporate H&amp;S website</li> <li>• Manages equipment and training records to ensure all required certifications are up-to-date</li> <li>• Provides general administrative support to the Manager, Health &amp; Safety and Legislative Compliance</li> <li>• Provides proactive research support for H&amp;S 'best practices'</li> <li>• Keep abreast of industry best practice and changes to legislative requirements</li> <li>• Provide support in Hazard identification and Hazard control practices.</li> </ul>	
2	Provides Support to all COVID related protocols such as building access, maintain training tools	20
3	Provides procurement support for PPE and other safety related supplies	10
4	<p><b>Provides support to JHSC as needed</b></p> <ul style="list-style-type: none"> <li>• Acting as Secretary for Joint Health and Safety Committee - Primary administrative support for the JHSC (all Campuses)</li> <li>• Organizes JHSC meeting schedules, agendas/resources, attends meetings, prepares minutes</li> <li>• Provides proactive administrative support and follow up on JHSC action items</li> <li>• Ensures accurate records are maintained for all JHSC                             <ul style="list-style-type: none"> <li>• Creates and maintains inspections schedules</li> </ul> </li> </ul>	15
5	Other Duties As Assigned <i>(do not amend this section)</i>	5%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

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## PART TWO:

### TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

**Formal Education Requirements:**

Completion of a two (2) year college diploma.

**Field(s) of Study:**

Health and Safety or Emergency Management

**Other Vocational Certifications and/or Apprenticeships:**

[Click here to enter text.](#)

### EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

**Practical Work Experience:**

More than one year up to three years.

Three years' experience and knowledge of H&S legislation. Extensive experience using a wide variety of standard business software (MS office 365 Suite and various presentation software) Must be proficient in Excel. Experience researching and analyzing complex information and using critical thinking skills. Excellent communication (both written and oral) skills, including strong editing skills. Detail-oriented with outstanding multi-tasking and organizational skills. Self-motivated, able to follow direction and meet short deadlines. Able to work in a fast-paced, high demand environment with constantly changing priorities. Includes one year of experience with Joint Health and Safety committees and the health and safety inspection process.

**Additional Skills & Abilities:**

Must have advanced Excel skills and a proficient grasp of Office 365 suite.

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## PART THREE:

### COMPLEXITY

Describe the amount and **nature of analysis, problem-solving and reasoning** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

#### Example #1

Task / Activity  Safety Protocol Development and Maintenance
Description  The incumbent will need to review legislation from a variety governing bodies and various sectors to ensure that the College protocols and safe work plans adhere to legal requirements. Identify deficiencies for review and update by Academic or Support department stakeholders. Ensure most updated sources are posted and circulated as required.

#### Example #2

Task / Activity  Reporting tools Development using existing excel skill. Extracting meaningful data for review.
Description  Develop New tools to share data coming from the Health and Safety Department. Safety related stats in Case Management, Incidents, near miss reporting. This data will be formulated using MS Forms, Excel and Power BI for sharing safety related information to key stakeholders such as the JHSC and SMT Used to evaluate and measure of effectiveness of planned strategies.

#### **Key Considerations:**

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Is the work considered to be routine/non-routine?  
Non-routine.

How would you describe the complexity of the work?

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Some duties are varied and complex.

Describe the business processes used by the position.  
Processes are different and unrelated.

## JUDGMENT

Describe the degree of independent judgment and problem-solving required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

### Example #1

Task / Activity
Coordinate the supply and procurement of PPE and sanitation and H&S supplies as requested or needed. This will include working with school techs to determine quantity and appropriate selection. Both distribution and expenses will be tracked.
Description
The incumbent works with academic and support department stakeholders to determine appropriate PPE requirements for the described activity then utilizes allocated funds to purchase equipment for distribution.
The role will also ensure sanitation supplies are reviewed to meet Health Canada guidelines, appropriately labelled and that the Safety Data sheets are reviewed and posted for Hazardous Substance awareness.

### Example #2

Task / Activity
Tracking of Safety assets and Safety Certifications and develops the ebase asset management database that will support safety inspections and as well as preventative maintenance
Work with Academic and PRD management to ensure all certifications and inspections of safety related assets are maintained and completed. Further. Involves identifying equipment, recording the asset and uploading the attached schedule of certifications, inspections and maintenance. An awareness of equipment related industry safety requirements is required.

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**Key Considerations:**

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

The work duties typically require:

Breakdown facts or components of the problem situation to find a solution.

In determining a solution for problems, the incumbent has discretion to:

Modify/refine existing methods and options.



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Describe the aspects of the position that require fine motor movements (delicate, intricate or precise) related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position Answer the questions listed below in the Key Considerations section.

**Example #1**

Task / Activity	Standard desk job with average amount of keystroking
Description	Developing reports using Advanced Excel, MS Forms and Power automate

**Example #2**

Task / Activity	
Description	

**Key Considerations:**

With respect to the examples above and the regular duties associated with this position’s core functions, please answer the following questions:

When considering ‘speed’ of fine motor movements for this position:  
Speed is a secondary consideration.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Keyboarding	95

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## PHYSICAL DEMAND

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

### Example #1

Task / Activity
Lifting and transporting
Description
May be required, light lifting of PPE and sanitation supplies as needed.

### Example #2

Task / Activity
Description

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Lifting	20

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## SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

### Example #1

Task / Activity
Just standard requirements for generating Data and producing a report
Description
May require concentration to ensure accuracy of report.

### Example #2

Task / Activity
Description

### Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the requirement for attention to detail in this position?

Frequent/Regular

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Compiling and reviewing data	50

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## STRAIN FROM WORK PRESSURES / DEMANDS / DEADLINES

Describe the degree of **work pressures** involved in performing the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the deadlines, interruptions, distractions, multiple or conflicting demands/workloads and dealing with people in difficult situations. Answer the questions listed below in the Key Considerations section.

### Example #1

Task / Activity	Urgent matters to ensure timely response to safety concerns
Description	Lab in need of PPE, would be required to validate PPE, assign to school and deliver in timely manner

### Example #2

Task / Activity	Compile data
Description	Request from Mgr H&S for data needed for Briefing DOC for SMT – may have tight timelines

### **Key Considerations:**

With respect to the examples above and the regular duties associated with this position’s core functions, please answer the following questions:

How would you describe the workflow demands this position typically faces?

Deadlines are tight OR may periodically change or conflict.

How would you describe the existence of critical deadlines in this role?

Occasional critical deadlines.

How would you describe the level of interruptions this position faces?

Interruptions are frequent and may be unpredictable.

Indicate the predictability of the strain and percentage of time required in each task discussed above.

Task	% of Time	Predictability*
Generating report	60	UP (Usually Predictable)

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Task	% of Time	Predictability*
		Choose an item.

## INDEPENDENT ACTION

Describe the degree of **independent action** and **autonomy** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

### Example #1

Task / Activity	Arranging Safety training as needed for re-certifications for staff.
Description	Must understand what type of training is required, and then seek an appropriate 3 <sup>rd</sup> party to provide the session. Off site vs onsite... consider COVID protocols and Budget. Create a session for several employees or support a unique requirement. Ensure dept manager is aware of cost and time required to support training or re-certifications.

### Example #2

Task / Activity	
Description	

### **Key Considerations:**

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

What type of instruction is typically given to the incumbent?

Works within general procedures and past practices.

What degree of supervision is typically provided to the incumbent?

Periodic supervision; occasional supervisory input.

How is the work typically checked and verified?

Output is reviewed by exception only.

How frequently is the work checked?

Mostly reviewed at point of task completion.

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Describe duties which are the incumbent's responsibility where independent action requires initiative and/or creativity and indicate how often the duties occur. Identify the typical situations or problems that are normally referred to the Manager for solution.

This role will provide support to H&S Department by ensuring our web portal is up to date and meets AODA requirements. A creative eye will be useful to bring some visually pleasing content to the page. Also looking to improve the library of resources and various templates.

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## COMMUNICATIONS / CONTACTS

Describe the nature of contact and purpose involved in communicating information (i.e. to provide advice, explanation, to negotiate, or influence others to reach agreement, etc.), and the confidentiality of the information provided. Answer the questions listed below in the Key Considerations section.

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
Manager H&S, EP and Leg	Workload assignment and collaboration	Daily
PRD Managers	Provide guidance and support	Monthly
H&S Officer	Collaboration on initiatives	Daily
JHSC	Support role	Monthly
Employees	Questions – provide guidance	Weekly
Students	Questions – provide guidance	Monthly

### Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Communications in this position are typically engaged for the purpose of:  
Providing explanation or interpretation, empathize with the needs of others.

What type of involvement does this position have with confidential information?  
Occasionally involvement with minor disclosure implications.

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## RESPONSIBILITY FOR DECISIONS AND ACTIONS

Describe the type of **responsibility** that exists for the **decisions** and **actions** related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

### Example #1

Task / Activity
Schedule and co-ordinate Annual Hazardous Building assessment review for 2 campuses. This is an assessment of designated substance including asbestos, silica, and other organic compounds as per the O reg.
Description
Based on established scheduled, book and co-ordinate building assessment – working with facilities and academic schools on scheduled and access to sites. Must also submit appropriate PO and allocate funds. Work with contractor on receiving and reviewing report and detailing necessary remedial work. With guidance of the MGR H&S scheduled work with PRD or third-party contractors.

### Example #2

Task / Activity
The incumbent will decide what new content may be beneficial for the web portal – will design in draft mode.
Description
This includes Incorporating customer feedback and updating Reviewing legislation as need Posting JHSC document

### Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How errors are typically detected for work completed by this position?

Errors usually detected through verification and review processes.

What is the typical scope of impact to the organization for errors in this position?

Results in some workflow disruption, duplication and/or wasted resources.



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## WORK ENVIRONMENT

Describe the physical environment that the incumbent works in. Consideration should be given to:

- The probability or likelihood of exposure to disagreeable/hazardous elements.
- The nature of the disagreeable/hazardous element
- Length of exposure while on the job
- Travel

Complete the chart below. Answer the questions in the Key Considerations section.

Environment	% of Time
Professional office environment Yes	100
Outdoor work; seasonal conditions No	
Other (please specify)	
Other (please specify)	

### Key Considerations:

With respect to the nature of disagreeable/hazardous elements this position is in contact with, would you describe them as:

Slightly disagreeable

With regard to the disagreeable/hazardous elements referenced above, how often does the position encounter them?

Occasional

If this position is required to engage in business related travel, what is the frequency of the travel?

Infrequent (less than 10% of their time in transit)

## SUPPLEMENTAL DATA

Provide any additional information which will serve to further enhance understanding of the position.

[Click here to enter text.](#)