



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 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

Position Title: Compliance Assurance & Systems Officer
Position Number: A00269
Pay Band: 9
Incumbent:
Location/Campus: Sutherland
Division/Department: Facilities, Services and Support (FSS)
Immediate Supervisor (title): Manager, Health & Safety
Date of JFS: February 23, 2026
Last Evaluated: February 24, 2026

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: _____

Approved by:
Senior Manager: _____ Date: _____

POSITION SUMMARY

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

Reporting to the Manager, Health & Safety, the Compliance Assurance & Systems Officer provides strategic leadership in the formulation, development, and governance oversight of compliance frameworks across the Facilities, Services & Support (FSS) portfolio, including regulatory, environmental, health & safety, public health, life safety, and operational domains.

The role contributes to the development of departmental compliance objectives, policies, standards, and risk management strategies, ensuring alignment between legislative requirements, institutional governance expectations, and operational execution. The incumbent provides strategic analysis and recommendations to FSS leadership regarding regulatory risk posture, systems governance, compliance program direction, and long-term sustainability planning.

In addition, the role supports the formulation of compliance-related budget priorities, lifecycle forecasting inputs, capital planning considerations, and audit-readiness resourcing strategies. Through oversight of compliance systems integration and asset governance frameworks, the position establishes structured, auditable compliance processes that strengthen institutional accountability and proactive risk mitigation.

While FSS Directors and Managers retain accountability for compliance within their respective portfolios, this position operates at a governance and policy level to support decision-making and the formulation of compliance strategy across FSS.

KEY DUTIES

Provide a description of the positions 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

Key Duties	% of Time
Coordination and Advisory of Facilities Services and Support Compliance Requirements at Fleming College. <ul style="list-style-type: none">• Supports the development, review, and continuous improvement of FSS compliance policies, standards, and governance frameworks to support institutional regulatory objectives and enterprise risk management.• Acts as the central coordination point within Facilities, Services and Support (FSS) for the identification, tracking, and advisory support of regulatory and compliance requirements across facilities, security, environmental, health & safety, public health, and emergency management domains.• Coordinates compliance requirements across applicable legislative and regulatory frameworks including OHSA, ESA, TSSA, Fire and Life Safety Codes, Ontario Building and Fire Codes, municipal by-laws, environmental legislation (EPA, Safe Drinking Water, Environmental Compliance Approvals, TDG), public health requirements, security obligations, provincial nuclear response, and higher-education-specific compliance (space management, asset retirement obligations, governance and fiscal requirements).• Serves as the primary compliance governance advisor to FSS Directors and Managers by interpreting regulatory requirements, assessing organizational	25%

<p>risk exposure, and recommending policy, system, and control enhancements.</p> <ul style="list-style-type: none"> • Works collaboratively with FSS Directors, Managers, and operational leads to coordinate the identification, documentation, tracking, and resolution of compliance obligations, deficiencies, and risks, ensuring requirements are embedded into FSS operational systems and workflows. • Supports leaders during regulatory inspections, audits, and reviews by coordinating documentation, system records, asset data, and compliance evidence, and by assisting in the development of response strategies and corrective action plans. • Provides advisory support during projects, renovations, and operational changes by reviewing compliance implications related to assets, systems, environmental and safety requirements, and ensuring prescribed inspections, testing, and approvals are identified and coordinated. • Conducts and drafts post-incident, post-inspection, or post-event analysis reports outlining compliance gaps, root causes, lessons learned, and recommended system or process improvements to reduce future risk. • Maintains centralized compliance documentation, dashboards, and reporting to support audit readiness, senior leadership reporting, and ongoing governance oversight within FSS. • Provides strategic analysis and recommendations to senior FSS leadership regarding compliance risk posture, emerging regulatory pressures, and program direction to inform departmental planning and priorities. 	
<p>Asset Management & Compliance Enablement</p> <ul style="list-style-type: none"> • Establishes and governs the institutional asset compliance framework, including standards, accountabilities, and oversight mechanisms required to support regulatory and fiduciary obligations across FSS. • Develops and maintains asset management frameworks, standards, templates, and guidelines to ensure assets are consistently classified, documented, and linked to applicable inspection, testing, maintenance, environmental, safety, and regulatory requirements. • Coordinates the periodic review and validation of asset data with FSS Directors, Managers, and operational leads to ensure asset records remain accurate, current, and auditable. • Maintains working knowledge of regulatory and sector requirements that are asset-dependent, and reviews asset portfolios, system records, and lifecycle data to identify compliance gaps, risks, or inconsistencies. • Works collaboratively with asset owners and system administrators to coordinate corrective actions where asset data deficiencies, inspection gaps, or lifecycle risks are identified. • Ensures asset-related compliance requirements are embedded within operational systems (eBase, preventative maintenance modules, inspection schedules, project tracking tools) rather than managed through ad hoc or manual processes. • Provides guidance to departments and operational teams on asset documentation, ownership, inspection scheduling, lifecycle planning, and retirement obligations to support due diligence and governance requirements. • Supports audit, inspection, and regulatory review activities by coordinating asset records, inspection histories, and supporting documentation. • Provides analysis and recommendations to support compliance-related capital planning, lifecycle forecasting, and budget formulation activities within FSS. • Contributes to continuous improvement initiatives by identifying opportunities 	<p>25%</p>

<p>to strengthen asset governance, system integration, and compliance enablement across Facilities, Services and Support.</p>	
<p>Systems Integration & Operational Oversight</p> <ul style="list-style-type: none"> • Establishes system governance requirements and compliance design standards to ensure FSS systems support institutional regulatory obligations and audit expectations. • Leads the coordination and optimization of facilities, safety, and security-related systems to support compliance, preventative maintenance, prescribed inspections, and operational readiness. • Works with system owners, IT, and operational leads to ensure systems such as eBase, Keyscan, building automation systems (HVAC), fire and life safety systems, emergency communications platforms, and related tools are configured to support regulatory requirements and due-diligence obligations. • Ensures compliance requirements are embedded into system workflows, including inspection schedules, preventative maintenance programs, alerts, documentation retention, and escalation protocols. • Coordinates system-based tracking of prescribed inspections, testing, certifications, and maintenance activities to reduce reliance on manual processes and individual knowledge. • Supports emergency preparedness and response readiness by aligning system capabilities with emergency management, business continuity, and public safety requirements. • Advises FSS leadership on system-related compliance risks, control gaps, and investment priorities required to maintain regulatory readiness. • Provides advisory support during capital projects, renovations, and system upgrades to ensure compliance requirements are incorporated into design, commissioning, and post-occupancy operations. • Identifies system gaps, limitations, or risks that may contribute to compliance failures and brings forward recommendations for improvement. 	<p>20%</p>
<p>Environmental, Public Health & Safety Support</p> <ul style="list-style-type: none"> • Contributes to the development and refinement of environmental and public health compliance strategies and institutional standards within FSS. • Coordinates environmental compliance activities across Facilities, Services and Support, including hazardous materials management, waste management, backflow prevention, environmental compliance approvals (ECAs), testing, monitoring, and reporting. • Supports alignment of environmental compliance requirements with operational systems, asset inventories, and inspection programs to ensure auditable oversight. • Acts as a liaison with internal stakeholders and external authorities having jurisdiction related to environmental and public health compliance matters. • Supports public health compliance activities across academic, residence, and support environments, including coordination related to communicable disease response, health inspections, and reporting requirements. • Coordinates safety system alignment across facilities, residence, and academic environments to ensure consistency with regulatory requirements, internal standards, and best practices. • Supports investigation, documentation, and follow-up related to environmental, public health, and safety-related compliance findings, incidents, or inspections. 	<p>15%</p>

Reporting, Governance & Continuous Improvement	10%
<ul style="list-style-type: none"> • Develops and maintains the FSS compliance governance framework, including performance indicators, risk metrics, and reporting structures used to inform senior leadership decision-making. • Develops and maintains compliance dashboards, reports, and performance indicators to provide centralized visibility into inspection status, testing, maintenance, and regulatory obligations. • Supports regulatory inspections, internal audits, and external reviews by coordinating documentation, system records, and asset-based compliance evidence. • Prepares audit-ready documentation and compliance summaries to support due diligence and executive decision-making. • Provides compliance risk analysis, forecasting, and planning inputs to support annual departmental planning and budget formulation processes. • Analyzes compliance trends, system performance, and recurring issues to identify opportunities for process, system, or governance improvements. • Recommends policy, governance, and resource allocation adjustments required to strengthen FSS institutional compliance maturity. • Supports continuous improvement initiatives by sharing lessons learned, best practices, and compliance insights across Facilities, Services and Support. 	
Other duties as assigned	5%
TOTAL	100%

TOTAL:

100%

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.

1	The incumbent is required to interpret and reconcile complex and overlapping regulatory requirements (e.g., OHSA, ESA, TSSA, fire and life safety codes, environmental and public health legislation) and determine how these requirements apply to diverse facilities, assets, and operational activities. This requires the incumbent to analyze incomplete or inconsistent asset and system data, consult with subject-matter experts and operational leaders, and exercise judgment in identifying priority compliance risks and recommending appropriate corrective actions within operational and fiscal constraints.
2	The incumbent may become aware of a potential compliance gap, inspection deficiency, or system failure that could expose the College to regulatory enforcement, operational disruption, or reputational risk. The incumbent must assess the severity and urgency of the issue, determine which stakeholders and authorities must be engaged, and advise FSS Directors and Managers on appropriate next steps, including interim risk controls, documentation requirements, and longer-term system or asset remediation strategies. These decisions are often made under time pressure, with evolving information and competing operational priorities.
3	The incumbent is required to exercise judgment in advising on compliance implications during projects, renovations, or system changes, where regulatory requirements may not be prescriptive or may conflict across jurisdictions. This includes evaluating design intent, asset impacts, inspection and testing requirements, and lifecycle considerations, and advising leaders on how to proceed in a manner that meets due-diligence obligations while supporting operational objectives. Decisions require balancing regulatory interpretation, institutional risk tolerance, and practical implementation considerations.

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: _____

Other

Specify: _____

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

Post-secondary diploma or degree in Occupational Health & Safety, Environmental Studies, Facilities Management, Engineering Technology, Public Health, or a related field.

Professional designations considered an asset:

- CRSP (Certified Registered Safety Professional)
- EP (Environmental Professional)
- CFM (Certified Facility Manager)
- PMP or project management certification relevant to compliance projects

Completion of regulatory compliance training or modules related to OHSA, TSSA, fire and building codes, environmental compliance, and public health requirements is highly desirable.

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, and operating equipment).

- Regulatory literacy: Ability to interpret complex legislation, codes, and standards across occupational health & safety, environmental, fire/life safety, public health, and security domains.
- Asset & system management: Experience with asset registries, preventive maintenance systems, inspection tracking software (eBase, Keyscan, building automation systems, or similar).
- Analytical & problem-solving skills: Ability to identify gaps in compliance, evaluate risks, and recommend practical, operationally viable solutions.
- Project & operational advisory: Supports projects, renovations, and operational changes with regulatory compliance guidance.
- Reporting & documentation: Strong skills in preparing compliance dashboards, audit-ready documentation, and clear written analysis of complex issues.
- Software proficiency: Competent with word processing, spreadsheet, and presentation software; familiarity with compliance or facilities management systems preferred.
- Communication & collaboration: Able to present and explain compliance requirements clearly to

diverse stakeholders, foster collaboration across departments, and build effective working relationships at all levels.

- Confidentiality & discretion: Maintains tact, discretion, and confidentiality when dealing with sensitive compliance matters.
- Continuous learning & awareness: Keeps current with regulatory changes, sector trends, and best practices, translating them into practical guidance for operational teams.
- Diversity & inclusion: Demonstrates a commitment to inclusive practices and equitable engagement in advisory and coordination activities.

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:

- | | |
|--|---|
| <input type="checkbox"/> 0 - no experience | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 month | <input checked="" type="checkbox"/> 5 years |
| <input type="checkbox"/> 3 months | <input type="checkbox"/> 7 years |
| <input type="checkbox"/> 6 months | <input type="checkbox"/> 9 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 12 years |
| <input type="checkbox"/> 18 months | <input type="checkbox"/> 15 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 17 years |

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

- Regulatory compliance experience: Demonstrated experience interpreting, applying, and coordinating compliance requirements across multiple legislative and regulatory frameworks, including OHSA, ESA, TSSA, fire and building codes, environmental regulations, and public health requirements.
- Facilities, asset, or systems management: Experience managing or coordinating asset inventories, preventive maintenance programs, inspection schedules, and compliance documentation.
- Advisory and coordination experience: Experience providing guidance and support to operational leaders, project teams, or departmental managers in a complex organization to ensure due diligence and risk mitigation.
- Incident, inspection, or audit support: Experience supporting regulatory inspections, audits, or post-incident investigations, including preparing reports, dashboards, and recommendations for corrective actions or system improvements.
- Policy, procedure, and process development: Experience drafting or reviewing operational policies, procedures, frameworks, or guidelines to align with regulatory and compliance requirements.
- Research and continuous improvement: Experience analyzing compliance trends, reviewing

sector best practices, and providing actionable recommendations for process, system, or governance improvements.

- Stakeholder engagement and communication: Experience liaising with internal teams, senior management, external authorities, or contractors to communicate compliance requirements, facilitate coordination, and resolve compliance issues.

Optional / Asset Experience:

- Experience with compliance management systems (e.g., eBase, Keyscan, building automation systems).
- Experience in post-secondary, public sector, or complex multi-stakeholder environments.

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.

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.

1	Advising operational leaders: The incumbent independently interprets regulatory and compliance requirements (OHSA, ESA, TSSA, Fire and Building Codes, environmental and public health regulations) and provides guidance to FSS Directors, Managers, and operational teams on managing compliance obligations, inspection scheduling, and corrective actions.
2	Identifying compliance gaps and risks: Reviews asset inventories, system records, inspection data, and operational processes to detect compliance deficiencies or lifecycle risks. Brings forward recommendations and coordinates corrective actions with asset/system owners without needing prior supervisory approval.
3	System and process integration: Proactively coordinates the embedding of compliance requirements into operational and preventative maintenance systems (e.g., eBase, Keyscan, building automation, fire/life safety systems), including developing workflows, alerts, and documentation protocols, to reduce reliance on manual processes.

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.

1	Matters that could result in regulatory enforcement action, fines, operational disruption, or reputational risk require consultation with the relevant FSS Manager or Director before final decisions or communications are issued.
2	Submission of audit reports, regulatory correspondence, or inspection response plans to authorities having jurisdiction requires supervisory approval.
3	Changes to FSS-wide compliance frameworks, governance structures, or operational standards must be approved by the relevant FSS Manager before implementation.

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.

- Ontario Occupational Health & Safety Act (OHSA) and associated regulations
- Employment Standards Act (ESA), TSSA regulations, and Fire and Building Codes
- Environmental legislation including Environmental Protection Act (EPA), Safe Drinking Water Act, and Environmental Compliance Approvals (ECA)
- Public Health legislation and municipal by-laws
- Fleming College policies, procedures, and operational standards
- Facilities management, asset tracking, and compliance systems: eBase, Keyscan, building automation systems, fire/life safety systems

- Internal manuals and guidelines for preventive maintenance, inspection, testing, and operational readiness

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. Misinterpretation of regulatory requirements: Errors in interpreting legislation or codes (OHSA, ESA, TSSA, Fire and Building Codes, environmental or public health regulations) could lead to non-compliance, resulting in regulatory enforcement, fines, operational disruption, or reputational damage to Fleming College.
- b. Failure to identify or address compliance gaps in assets or systems: If inspections, maintenance, or lifecycle risks are overlooked, this could result in equipment failures, unsafe conditions, property damage, or injury to staff, students, or the public, as well as potential legal or financial liability.
- c. Inadequate integration of compliance into operational systems and processes: If compliance requirements are not properly embedded in facilities, safety, or security systems, this could result in missed inspections, incomplete documentation, or ineffective risk mitigation, increasing the likelihood of audit findings, regulatory enforcement, or reputational harm.

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	
			Occasional	Frequent
Internal to the College, e.g., students, staff, management, colleagues.	FSS Directors, Managers, Operational Leads	Advise on regulatory compliance, coordinate inspections/testing, resolve compliance gaps, integrate compliance into operational systems		X
	IT Administration and Staff	Collaborate to ensure systems (eBase, Keyscan, building automation, fire/life safety systems) support compliance, provide technical guidance on system configuration, reports, and alerts		X
	College Administration	Coordinate reporting, dashboards, and system records for audit readiness, support policy/procedure implementation		X
	College Faculty and Support Staff	Communicate FSS-specific regulatory obligations affecting operational areas, including safety, environmental, and project-related compliance. Provide training and guidance to support FSS operations, projects, and incident reporting/investigations. Ensure faculty and support staff understand compliance requirements as they relate to FSS-managed spaces and activities.	X	
External to the College, e.g., business and industry representatives, suppliers, advisory committee members, staff at other colleges, government officials, and general public	Contacts by JOB TITLE	NATURE and PURPOSE of Contact	Frequency of Contact	
			Occasional	Frequent
	Regulatory Authorities (e.g., MLITSD, TSSA, ESA, Fire Prevention, Public Health)	Reporting, compliance consultation, respond to inspections and inquiries	X	
	Legal Counsel; Consultants	Seek advice on regulatory interpretation, risk mitigation strategies, and compliance best practices	X	
	External Contractors / Vendors	Ensure operational work, maintenance, and inspections meet		X

		regulatory requirements; coordinate corrective actions		
	Colleagues at other Colleges/post-secondary institutions	Share best practices, collaborate on compliance initiatives, benchmarking	x	
Occasional (O) Contacts are made once in a while over a period of time. Frequent (F) Contacts are made repeatedly and often over a period of time.				

7. a) 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.

Required to coordinate, control and provide general supervision for the entire division including the quality and quantity of work, and overall achievements. Responsible for hiring, motivating, promoting, appraisal, discipline and terminating staff.

(/) 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:

Provides coaching and advice to Directors, Managers, and operational staff regarding compliance obligations, inspections, and asset management.

- * 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.

Direct Reports:

Indirect Reports:

7. b) 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	0
Non Full Time Staff (FTE) *	0
Contract for Service **	0
Total:	0

*** 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.

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 <u>Physical</u> Effort Required	Frequency (note definitions below)				
	Occasional	Moderate	Considerable	Extended	Continuous
Lifting/moving inspection equipment, assets while articling	X				
Sitting while analyzing regulatory requirements, asset data, and system			X		
Typing on computer for compliance dashboards, reports, and communications					X
Walking and visually inspecting assets, facilities, or systems		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 <u>Sensory</u> Effort Required	Frequency (note definitions below)					Duration
	Occasional	Moderate	Considerable	Extended	Continuous	Short Intermediate or Long
Reading, analyzing legislation, codes, standards, and compliance reports					X	I
Operating compliance and facilities management systems (eBase,				X		L

Types of Activities that Demonstrate <u>Sensory</u> Effort Required	Frequency (note definitions below)					Duration
	Occasional	Moderate	Considerable	Extended	Continuous	Short Intermediate or Long
Active listening and note-taking during meetings, audits, inspections, and consultations			X			I
Writing reports, audit summaries, and recommendations			X			I
Delivering workshops, training, or advisory presentations		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.

Types of Activities That Involve Job Related Unpleasant Environmental Conditions	Frequency (note definitions below)		
	Occasional	Frequent	Continuous
Travel to multiple campuses, vendor sites, or off-campus meeting locations	X		
On-call work	X		
Visits to operational areas for inspections and audits	X		

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
Investigative work may expose incumbent to potential verbal abuse	X		
Exposure to operational environments, including equipment, chemicals, noise, or outdoor conditions	X		
Handling sensitive or confidential compliance documentation		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:

The incumbent deals with highly sensitive and confidential compliance, safety, and environmental information on an ongoing basis.

Field visits and inspections may require adherence to personal protective equipment and safety protocols.