JOB TITLE: FMGT1 – Health and Safety Field Assistant

DEPARTMENT NAME: Facilities Management, Customer Service & Program Integration

CONTACT NAME: Darryl Huculak, Environmental Health & Safety Coordinator

JOB DESCRIPTION:

Reporting to the Environmental Health & Safety Coordinator, the Health and Safety Field Assistant will be responsible for:

• assisting field assessments of confined spaces throughout campus; documenting dimensions, taking photos, and assisting in collecting air quality measurements;
• compiling the information from approximately 50 Accessibility Audits into an Excel spreadsheet;
• reviewing the controlled products present in FMGT trades shops, comparing them to the MSDS (Material Safety Data Sheet) database and noting any new or obsolete product SDS (Safety Data Sheet) forms; and
• labeling classroom seating capacity.

QUALIFICATIONS:

• Excellent communication skills;
• Experience using a range of standard office equipment and software, including MS Office, Excel, and databases;
• Ability to work effectively both independently and within a team environment;
• Experience with cameras and digital photography;
• Familiarity with Health and Safety, WHMIS 2015 and accessibility would be considered an asset.

Note* safety rated footwear is required

JOB LOCATION ON-CAMPUS: Saunders Building, Facilities Management

WORK STUDY WAGE: $14.50/hour (includes 4% vacation pay)

DEPARTMENT TOP UP: $ (if applicable)

HOURS AVAILABLE: 250 hours

HOW TO APPLY:

Send Cover Letter and Resume to:
Julie Ellerton
Facilities Management
University of Victoria
PO Box 1700 STN CSC
Victoria BC V8W 2Y2
Or
Via Email to: ellerton@uvic.ca

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php