#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Facilities & Physical Collections Coordinator

**Job Number:** SB-001 | VIP: 1245

**Band:** OPSEU- 5

**NOC:** 1451

**Department:** Library & Archives

**Supervisor Title:** Manager, Library Services

**Last Reviewed:**  June 22, 2022

#### **Job Purpose:**

Under the direction of the Manager of Library Services, the incumbent is responsible for coordinating the physical storage and maintenance of Trent University & Archives physical collection. The incumbent is the lead hand to one half-time shelver, and directly supervises student employees in the areas of library facilities and physical collections. Other responsibilities include acting as a liaison between the library and Facilities Management, recommending and coordinating Bata Library building improvements, and pickup and delivery of mail.

#### Key Activities:

##### Physical Collections

* Working with librarians and library managers, ensures spatial capacity for the physical collection, including capacity for further growth. This includes calculating space, assessing weight, determine appropriate shelving, and ensuring adequate bracing support.
* Maintains inventory of shelving units in use and in storage, sources new shelving as required, and applies established procedures for shelving construction. Assembles, disassembles, and coordinates the moving of shelving units. Ensures all fixtures are located correctly, according to library plans and accessibility requirements.
* Ensures physical library material is kept in the correct order and location within Bata Library stacks based on library classification systems and local procedures. Maintains the orderliness and ease of access to materials by shifting the collection and updating stack signage as necessary.
* Coordinates daily stack maintenance activities, including retrieval and shelving of library materials, cleaning and shelf reading of the stacks and other collections, and retrieval of library material from the exterior book bin.
* Identifies materials in poor condition or with labeling problems within Bata Library and routes materials to the Physical Processing team for assessment or preservation.
* Coordinates the transfer and retrieval of materials to off-site storage.
* Coordinates the scanning of barcodes into the library service platform to record in-house use of library materials at Bata Library.
* Reviews reports related to inventory and fulfillment status of physical materials and performs associated searching and verification tasks as appropriate. Participates in search protocols within Bata Library for missing library materials.
* Contributes to weeding, inventory, labelling, and other projects involving physical collections as directed by the unit manager.

##### Space & Facilities

* Ensures furniture is returned daily to its proper location based on furnishing inventory maintained by Facilities Management. Coordinates moving of furniture and assembly of new furnishings.
* Reports and follows up on building maintenance deficiencies to Facilities Management.
* Works with Library Administration to recommend and coordinate Bata Library building improvements. Generates reports detailing progress and completion of renovations or spatial improvements.
* Shares responsibility for monitoring building fire code and health and safety compliance with the Library Spaces & Facilities Associate.
* As keyholder for Bata Library spaces, assists with locking and unlocking of doors as requested and for emergency access.
* Coordinates the installation, assembly, re-location, or removal of library furniture and fixtures.
* Completes minor facility improvements assigned by unit manager or library administration.

##### Human Resources

* Interviews, hires, trains, and directly supervises part-time student assistants working in the library and performing Facilities and Collections duties including material shelving, stack maintenance, print collection cleaning, and weeding.
* Responsible for developing and maintaining Facilities & Physical Collections student assistant work schedule, and handling schedule conflicts and absenteeism.
* Ensures that documentation and mandated training related to student assistants is complete, including job postings, income tax forms, Trent Work Study forms, and AODA and Health & Safety compliance. Maintains student personnel files.
* Ensures that student timesheets are accurate and submitted on time. Maintains and monitors internal records of student hours and submits them to the unit manager or designate for budget tracking purposes.
* Responsible for documentation of Facilities & Physical Collections student assistant procedures. Collaborates with all other Library & Archives student supervisors on maintaining student employee online documentation and communications space.
* As lead hand, indirectly supervises one half-time regular staff member in the area of library shelving and stack maintenance, including training, guidance and direction, assigning and monitoring work for accuracy and completion, providing input into staffing decisions and performance evaluations. This employee has special needs that require exceptional communications skills and non-typical life skills guidance that sometimes extend beyond the typical work environment.

##### Other

* Ensures daily pickup of internal mail and packages, and delivery of mail throughout the Bata Library building, including non-library stakeholder offices.
* Performs the clerical and manual duties of shipping and receiving of internal and external mail, library materials, office supplies, equipment, etc.
* Assists Library Service desk staff with retrieval of requested items from Bata Library’s physical collection as needed.
* Contributes to Library & Archives special projects as required.
* Sits on Library & Archives committees as needed and with the approval of the unit manager.
* Performs other duties as assigned by the unit manager.

#### Education Required:

* College diploma (2 year) or an acceptable equivalent combination of education and experience. Technical certification in facilities management is an asset.

#### Experience/Qualifications Required:

* Minimum of two (2) years related experience in library collection maintenance and/or facilities maintenance.
* Demonstrated supervisory experience.
* Demonstrated experience coordinating material, furniture and/or equipment installations or re-locations.
* Ability to comprehend and apply various classification schemes for shelving and filing, including knowledge of Library of Congress classification system.
* Ability to perform detailed work with accuracy and reasonable speed.
* Ability to perform duties with minimal supervision and to work alone for extended periods of time.
* Physical ability to lift books and boxes, maneuver loaded book trucks, and lift and carry up to 15 kilograms.
* Physical strength and stamina for prolonged standing, and the ability to bend, stoop, reach and use step stools to reach shelves.
* Proficiency with Microsoft Office, and comfortable learning and using new technologies and applications. Experience using an Integrated Library System (ILS) or Library Services Platform (LSP) is an asset.
* Ability to read fine or worn print, with or without assistive technology.
* Project management experience or education is an asset.

#### Supervision:

* Lead hand to one half-time shelver. Provides training, guidance, and direction, assigning and monitoring work for accuracy and completion and providing input into staffing decisions and performance evaluations.
* Directly supervises and directs the activities of student employees performing tasks related to Facilities and Collections.

**Job Evaluation Factors:**

##### Analytical Reasoning

Work requires analytic reasoning to apply to responsibilities that are diverse and somewhat complex. Judgement is exercised in adapting methods to arrive at solutions. Situations are broad in scope and often lack standard practice to resolve. Work planning includes others and occurs within broad time frames, but may require adjusting plans and priorities to respond to changing circumstances.

Examples:

* Takes into account structural deficiencies and other building safety factors and recommends how that should be translated into improvement or repair priorities.
* Ensures that security personnel are on site for required shifts, carrying out duties according to procedures.
* Ensures appropriate shelving is in place to hold the library collection, is safely assembled, can be expanded and contracted as needed. Ensures stacks adhere to AODA standards. Anticipates where new space will be needed and calculates requirements. Anticipates where problems could arise. Selects appropriate shelving based on cost, quality, availability, accessibility and matching or complementary characteristics.
* Recognizes building issues and advises Library Administration on actions required.
* For student library worker management, analysis is required to determine the most appropriate course of action when students cannot fulfill their scheduled shifts, leading to referral to establish practice and possibly adjusting priorities to respond to this circumstance.

##### Decision Making

Decisions are diverse and somewhat complex; the employee receives little supervision. Decisions usually involve determining the best process to carry out the job tasks.

* Selection of shelving based on safety, size, cost, availability, compatibility with current shelving, etc.
* Selection of appropriate student library workers .

##### Impact

Impact is likely to extend to other departments and also have moderate effect on clients. Errors are not easy to identify and correct and would cause interruption and loss of time to colleagues and users in other departments. Errors that go undetected could cause serious injury or death.

Examples:

* Books are heavy, and library stacks hold thousands of pounds, in tight configuration. Improper installation that affects the stability of one shelf is likely to create a domino effect, with all shelving collapsing. Injuries to anyone in the stacks could range from minor up to death.
* Buildings are designed to support a limited amount of weight, distributed appropriately. Some engineering plans for Bata Library are available, but not always. The staff member balances the demand for more shelving for books with the load capacities of the building. Worst case scenario for overloading sections with weight could be building collapse.
* The position impacts the short- and long-term operation of the Library. Errors made would have impact on work conditions, productivity and safety of Library personnel and users.   For example, if there are not enough shelving units for proper organization of books, etc., library materials cannot be located. If shelving is not safe, serious accidents can occur injuring library users and staff.

##### Responsibility for the Work of Others

Primarily responsible for the correct completion of work, but generally working alongside those supervised.

* Directly responsibility:
  + Student Library Assistants – part-time student employees
  + Interviewing and hiring
  + Scheduling, handling schedule conflicts, and absenteeism
  + Assigning work, monitoring progress, evaluating work, providing feedback
* Indirectly responsibility:
  + Lead hand to Shelver

##### Communication

Communication involves gathering of or providing information which is straightforward, but may require explanation or re-stating the message in a different way to be understood by the recipient. Requires some communication with persons throughout the organization.

* Internal: Facilities Management
* External: Tradesmen, Shelving companies

##### Motor/ Sensory Skills

Motor Skills:

* Use of hand tools and small power tools to assemble/dissemble shelving and some furniture.
* Fine motor skills: placement of library materials into specific locations and between other materials
* Gross motor skills: handling and moving materials and book trucks
* Dexterity: use of hands and fingers to move and grasp materials for shelving with speed and accuracy
* Equilibrium: maintain balance when standing on a stool to shelve materials on upper shelves

Sensory Skills:

* Sight: placement of materials into specific locations, ability to see fine print on spine labels
* Smell: recognize building issues such as fumes or gases.

##### Effort

Work involves considerable effort: work typically makes physical demands that are intense and ongoing.

* Physical
  + Work involves considerable effort and strength to construct shelving, lifting and moving metal shelving and boxes of books, stretching & reaching, bending & kneeling, walking.
* Mental
  + Sustained concentration: shelving materials and shelf reading requires a high concentration for prolonged periods of time.

##### Working Conditions

Generally acceptable working environment with some exposure to disagreeable elements.

* Physical Conditions
  + Infrequent need to work at on a ladder, or at floor level when installing equipment or maintaining shelving and collections.
  + Exposure to dust during cleaning and shelving
  + Physical strain due to repetitive nature of shelving
  + Being able to lift up to 15 kilograms.
* Psychological Conditions
  + Conflicting work priorities – conflicting or competing interests within the Library as well as greater University community.
  + Multiple competing demands – daily responsibilities must be met along with role in longer term, team project-based duties.