BCGEU POSITION DESCRIPTION

POSITION TITLE: Coordinator, Trades Operations & Logistics **JOB NUMBER:** 664

REPORTS TO: Associate Dean, Faculty of Trades and Technology **INCUMBENT:**

DEPARTMENT: Faculty of Trades and Technology **DATE CREATED:** Nov 2012

JOB CLASS: 14-5 **DATE REVISED:** October 2026

PRIMARY FUNCTION

The Coordinator is responsible for assessing, coordinating and, monitoring inventory and supply control functions which includes initiating and leading discussions with internal departments on requests for supply and capital purchases. Provides cost effective and qualitative analysis to determine final purchase decisions. Develops shop/lab safety reference materials and practices for the Faculty of Trades and Technology and ensures implementation and practice. The incumbent provides customer-oriented services, problem solving and making recommendations to support and enhance the operational and logistical functions for trades programs and the Office of the Dean. In addition, this position provides leadership and supervision to program staff and auxiliaries including training, assigning work, and providing feedback on work performance and ensuring operational coverage. The position supports contract administration, asset lifecycle management, preventative maintenance and routine maintenance of shop and lab equipment, including shop shutdowns and safety protocols

JOB DUTIES AND TASKS

1. Supervises and assigns program support work to divisional program technicians, schedules work and coverage, conducts annual performance appraisals, approves timesheets, vacation and overtime, recommends professional development, facilitates conflict resolution between staff and recommends disciplinary action when required. Advises the Associate Dean, Faculty of Trades and Technology of problem areas and recommend follow up.
2. Serves as the primary liaison with procurement services, faculty program chairs, suppliers and other stakeholders to coordinator Faculty purchasing, inventory, equipment and operational support requirements and resolve procurement-related issues.
3. Assesses and coordinates Faculty purchasing requirements, including purchase requisitions, standing purchase orders, supplies, materials, capital equipment and services. Verifies available budgets and account information, resolves funding discrepancies and supports faculty and staff through purchasing process.
4. Liaises with internal/external departments or agencies for donation and disposal; preparing documentation and assisting with coordination as needed.
5. Provides and coordinates shop/lab safety orientation and training for faculty, staff, program support staff and students, including the safe use of materials, tools, equipment, shops, tool rooms and storage areas.

6. Acts as a primary Faculty point of contact for capital projects, renovations, and shop/lab upgrades within the Faculty of Trades and Technology. Coordinates with Facilities, contractors, consultants, program chairs and other stakeholders; represents operational and program requirements; supports project planning, scheduling and implementation; and monitors project activities through completion.
7. Initiates and leads discussions with internal departments on capital purchase and supply requests; produces summative reports to aid in discussion and decision-making process and findings. Provides analysis of cost-effective and qualitative solutions to determine purchases.
8. Develops, maintains and audits inventory and asset management systems; recommends and implements improvement to strengthen inventory control, storage, accountability and operational efficiency. Analyzes program inventory and operational support requirements to establish priorities, develop workload schedules, assign work and ensure appropriate program coverage.
9. Coordinates and supervises annual capital inventory reviews; verifies records and asset status, prepares reports and follows up discrepancies or shortfalls.
10. Evaluates and monitors current administrative practices; make recommendations, participates in the development, implementation and management of changes to administrative duties of program support staff in accordance with established policies and procedures. Arranges for provision of appropriate training and direction to staff, such as forklift and equipment training.
11. Supports programs and the Director, Business Development and Strategy (BDS) with program capital equipment inventory control systems, replacement plan; creates and maintains records
12. Develops and maintains asset lifecycle information for Faculty equipment, including condition, service history, warranty information, anticipated replacement and disposal requirements, to support capital planning and responsible stewardship of university assets.
13. Coordinates and monitors preventative maintenance programs for shop, lab and program equipment; establishes and maintains maintenance schedules and service records, tracks required inspections and servicing, and follows up to ensure work is completed.
14. Participates on the Health and Safety Committee and various other committees deemed appropriate.
15. Evaluates, monitors and makes recommendations and implements changes regarding shop safety procedures. Participates in the development and implementation of changes to duties of program support staff in accordance with established policies & procedures. Provides appropriate training and direction to staff.
16. Monitors, reviews and reconciles purchasing and financial transactions, including requisitions, purchase cards and invoices; verifies coding and supporting documentation, approves program purchasing activity within established authority, and investigates and resolves discrepancies.
17. Coordinates and tracks orders from purchase through receipt, including resolving delivery or pricing issues, maintaining purchasing and supplier records, monitoring back orders, receiving and distributing goods and exercising purchasing/signing authority within established limits.

18. Requests and assesses quotes; prepares documentation, such as reports, spreadsheets and memos outlining recommendation for review by Program Chairs/Coordinators prior to submission to the Dean's Office for authorization.
19. Compiles financial statements and invoices on product consumption; produces internal and external reports on behalf of the faculty.
20. Audits inventory records to ensure delivery and receipt records are maintained and accurate.
21. Reviews, provides support and makes recommendations, to programs with inventory control systems and storage, to improve operations. Follows up and seeks resolution.
22. Coordinates contracted services, equipment servicing and repairs with internal departments and external contractors, including communicating scope and requirements, coordinating service activities, monitoring completion and vendor performance, resolving contract or invoice discrepancies and maintaining appropriate documentation.
23. Creates, maintains and delivers orientation to program support staff to parts, tool room, labs, equipment and storage areas.
24. Supports faculty and the administrative team in collecting and preparing divisional capital, mid-year, etc. budget requests; responds to status requests.
25. Orders, sets up and maintains departmental manuals, modules, binders and lists.
26. Monitors purchasing and administrative practices; recommends and participates in the development and implementation of process improvements in accordance with established policies and procedures. Assesses, generates, and extracts financial budget information as required; compiles and analyzes data to produce reports for budget discussions and decisions.
27. Coordinates department activities supporting campus health and safety and participates on the Health and Safety Committee and other committees as required.
28. Designs, fabricates, and builds projects for student learning; assign when necessary.
29. Performs a variety of electrical and mechanical tasks in the modification, repair, and maintenance of equipment, machinery, and facilities.
30. Operates and maintains material handling equipment (e.g., fork-lift) to push, pull, lift heavy materials and equipment.
31. Provides general operational support across Trades programs as requested by the Associate Dean, Faculty of Trades and Technology, including temporary coverage or backfill for program support functions where necessary to maintain safe and effective operations.
32. Supports day-to-day Faculty operations, including maintaining the operational readiness of shops, labs and compound areas; coordinating waste and recycling removal; and transporting or coordinating the movement of supplies, materials and equipment as required.
33. Supports Faculty events, exhibitions, open houses, campus tours and off-campus activities, including coordinating transportation, equipment and materials, and assisting with event setup and takedown.
34. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to university policies and procedures and completing mandatory training programs.

SUPERVISION RECEIVED:
Reports to the Associate Dean, Faculty of Trades and Technology

SUPERVISION/DIRECTION EXERCISED:
Supervises and directs program support staff, including assigning and prioritizing work, scheduling coverage, conducting performance appraisals, approving vacation and overtime, supporting professional development, and facilitating conflict resolution. Coordinates operational coverage and backfill as required to maintain continuity of service. Advises the Associate Dean of staffing or operational concerns and recommends follow-up.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:
Maintains accurate purchasing, contract, inventory, asset and service records, including appropriate filing and year-end documentation. Tracks, contracts, service agreements, renewals, warranties, maintenance records and related documentation. Verifies requisition, invoice and contract information for accuracy and resolves discrepancies. Operates and troubleshoots systems and software supporting the service area. Ensures records and processes comply with university policies, FOIPPA, Finance and procurement requirements.

FINANCIAL RESOURCES:
This position has signing authority within established limits for the purchase of goods and/or services in accordance with policy and procedures. Monitors program supply budgets, purchase orders and purchasing activities; analyzes quotes and prepares recommendations for supplies, materials, equipment and services. Purchase and coordinates goods and services, including contracted services and verifies receipt. Reviews, approves and reconciles requisitions, purchase card transactions and related financial documentation, resolving discrepancies as required. Approve program requisition and purchase card activities.

The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

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EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Demonstrated supervisory experience, preferably within a unionized environment, including assigning and prioritizing work, coordinating coverage, providing performance feedback and supporting employee development.
- Must have experience and/or training relating to shop/lab safety.
- Experience supervising student activities in a lab/shop environment including test invigilation; providing advice and demonstration.
- Experience or a trades' background related to building construction, facilities, or technical environments to support capital projects, renovations and shop/lab upgrades.
- Experience performing modification, repair, and maintenance of equipment, machinery, and facilities.
- Experience with procurement processes, including sourcing, and evaluating quotes, purchasing supplies, materials, equipment and services and preparing recommendations to support purchasing decisions.
- Demonstrated experience with inventory and asset management, including maintaining asset records, monitoring equipment condition and supporting lifecycle, replacement and disposal planning.
- Demonstrated financial aptitude and experience monitoring operating and supply budgets, reconciling purchasing activity and reviewing financial information for accuracy.
- Demonstrated intermediate proficiency with computing and internet applications including Windows, Word, Excel, email and web browsers, and the ability to learn and use asset-management systems.
- Excellent interpersonal, communication, negotiation, and conflict resolution skills, with the ability to build effective working relationships with faculty, staff, supplies, contractors and internal and external stakeholders.
- Demonstrated ability to compose routine and non-routine correspondence, documentation, spreadsheets, and tracking lists.
- Demonstrated ability to work independently, take initiative, exercise sound judgement, establish priorities and make responsible decisions within the scope of the position.
- Demonstrated ability to maintain confidentiality and adhere to applicable privacy and university requirements.
- Ability to interpret and apply technical documentation, contracts, specifications, policies, procedures, safety requirements and purchasing documentation.
- Excellent written communication and documentation skills.
- Knowledge of purchasing and financial controls, including purchase requisitions, purchase orders and purchasing cards.
- Proven ability to work both independently and function successfully as a member of a team.
- Proven ability to manage multiple changing priorities, exercise discretion, work effectively in an environment of competing demands and meet established deadlines.
- Ability to communicate effectively and professionally with a diverse range of individuals and appropriately manage difficult or sensitive situations.
- Certification to operate a forklift.

- Knowledge of apprenticeship training is an asset.
- Possession of a valid driver's license

EMPLOYER REQUIRED EDUCATION & EXPERIENCE

- A diploma or degree in operations management, trades/technical studies, or a related discipline, supplemented by a minimum of 5 years' related experience in trades operations, procurement, inventory/asset management, facilities or program support, including supervisory experience. Experience in a post-secondary environment is an asset.
- Demonstrated industry experience in a skilled trade or technical environment. A Red Seal endorsement or equivalent recognized trade qualification is an asset.
- A combination of education, training and related experience may be considered.

Knowledge Skills & Abilities revised: September 2026