

Environmental Services Manager

Fairhaven, established in 1960, is a 256 bed long term care home, located in the City of Peterborough, and jointly owned by the municipalities of the City and County of Peterborough. As the needs of the community have changed, Fairhaven has responded by expanding its scope and reaching out to serve the continuum of needs in the long term care sector to individuals of all ages. Our compassionate attitude is reflected in our Mission Statement "Committed to enhancing the quality of life in a caring and safe environment." We value respect, integrity, enthusiasm, innovation and resident focused care.

POSITION SUMMARY

The Environmental Services Manager is responsible for planning, organizing, leading and overseeing the physical plant, property, housekeeping, laundry, fire safety and security systems, preventative maintenance and inventory programs in keeping with the Mission, Vision, Values of Fairhaven. This position reports to Director Resident Care.

The Environmental Services Manager facilitates a collaborative working environment by employing proven leadership, teamwork, innovation, and creative practices.

RESPONSIBILITIES

1. Plan, assess, organize, direct, control and evaluate all Environmental Services Programs and Systems.
2. Assist in preparing the annual and capital budget and practice fiscal efficiencies on a day to day basis. And ensures the department stays within the established budget.
3. Prepare and monitor RFP's and contract documents.
4. Design, review and evaluate security services.
5. Plan, manage, coordinate and supervise the activities of the Environmental Services staff through daily, weekly and monthly work plans.
6. Maintain an effective and accurate maintenance supplies inventory control system.
7. Explore, recommend, and purchase all Environmental equipment.
8. Create and deploy an equipment warranty tracking and replacement program.
9. Develop and implement a regular preventative maintenance program for the heating, ventilation, mechanical equipment, home interior, exterior and grounds.
10. Develop and maintain the department's policy and procedure manual.
11. Enforce parking allocations for the Home and review parking permit distribution
12. Ability to work collaboratively as a member of the management team in a group environment through personal behaviour, work contributions and sharing of expertise and knowledge.
13. Research, recommend and manage contract services in pest control, waste management, recycling, window cleaning, linen services, outside grounds maintenance, snow removal, grass cutting and landscaping.
14. Monitor and arrange for hazardous waste disposal.
15. Liaise with architects, consultants, suppliers and contractors.
16. A high degree of personal initiative with good planning and organizational skills and well as a high degree of integrity and professionalism.
17. Participate on Fairhaven's Joint Health and Safety committee.

General responsibilities include the following:

1. Ensure that all department activities support the mission, vision and values of Fairhaven.
2. Participate in the development of annual goals and objectives and in the strategic planning process for Fairhaven.
3. Develop and complete the goals and objectives for the department.
4. Prepare department performance reports on a quarterly and as required basis.
5. Ensure that all department staff operates within the guidelines of the applicable legislation as determined by the Long Term Care Homes Act, Occupational Health & Safety Act, Accreditation Canada and internal policies, procedures and regulations.
6. Collaborate with the Director Resident Care to maintain and approve the selection of staff, orientation, training, staff development, performance management, vocational approval, authorize overtime, attendance management, disciplinary actions in accordance with related legislation, collective agreements, and deployment of staff resources.
7. Participate in labour relations issues and negotiation as required.
8. Ensure the educational needs of staff are identified and met.
9. Implement an Infection Control & Prevention culture within area of responsibility by ensuring staff are diligently following the Infection Control and Prevention program.
10. Complete internal and external reporting requirements, indicators and audits.
11. Provide effective leadership to department staff through coaching, guidance, and constructive communication practices.
12. Lead and facilitate the implementation of committees relevant to area of responsibility.

13. Facilitate a 'best practice' culture within area of responsibility with continuous improvement initiatives and program development and implementation.
14. Ensure all resident and family concerns are addressed in a timely manner.
15. Participate in management, staff and internal or external professional committees as required.
16. Upholds compliance with Privacy Legislation within own scope of practice and ensures departmental compliance with Privacy Legislation.
17. Provide vacation coverage for other department supervisors as required.
18. Participate in other work related duties as required.

REVIEW AND EVALUATION

Performance appraisals are held at the end of the first six-month period and bi-annually thereafter. If a need is evident, an appraisal will be done more frequently.

ENVIRONMENTAL FACTORS

1. Exposure to plants, perfumes, cleaning agents, dust, etc.
2. Conflict management
3. Unpredictable resident behaviour
4. Exposure to communicable diseases
5. Emotional impact of dealing with residents with deteriorating conditions
6. Frequent non-routine job demands.

REPORTING RELATIONSHIP

Reports directly to the Director Resident Care

QUALIFICATIONS

- Completion of University or College equivalence in Building Services Engineering (BEng) or Bachelor of Science (BSc); Building Environmental Systems (BES) Facilities Manager Certificate and/or Trade Certificate in Plumbing, Electrical or 4th Class Stationery Engineer.
- Extensive working knowledge and expertise in H.V.A.C., Building Environmental Systems and related equipment; including utilities and their distribution systems
- Familiarity with legislative requirements and guidelines pertaining to all applicable provincial codes, standards and laws including the Ontario and Municipal Building Codes, Fire Code, OHS Act, WHMIS and Ministry of Health and Long-term Care Program Standards, Accreditation Canada and other governing bodies
- Minimum of four (4) years leadership experience in Building Services Management preferably in long-term care.
- Effective communication, problem solving, conflict resolution and presentation skills.
- Ability to draw, read and interpret mechanical & electrical drawings/specifications
- Proven leadership and organizational skills
- Knowledge of budget administration & project management
- Ability to interpret Collective Agreements
- Proficient in a variety of computer applications
- Able to perform the physical demands of the position.
- Other duties as required.

SALARY

A competitive salary and benefit package is offered.

If you are interested in being considered for this position, please visit www.fairhavenltc.com and send your resume outlining how your experience, knowledge and personal attributes are a good fit with the requirements of this position and philosophy of Fairhaven. Please apply by March 22, 2013:

Director Resident Care
881 Dutton Road, Peterborough, Ontario, K9H 7S4
Email: wsmith@fairhavenltc.com
Fax: 705-743-6292

We appreciate receiving all applications, however, only those candidates chosen for an interview will be contacted.

Please note that if hired, your employment with Fairhaven will be contingent on receipt of a police and vulnerable sector screening free of criminal activities and satisfactory to Fairhaven's screening policy. An equal opportunity employer; accommodation will be provided in accordance with the Ontario Human Rights Code.

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