

**Job Posting:  
Environmental Services Manager  
Full-Time Permanent**

Established in 1960, Fairhaven Long Term Care is a 256-bed home located in the City of Peterborough jointly owned by the City of Peterborough and County of Peterborough. Fairhaven has responded to the changing needs of the community by expanding its scope of practice 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.

Fairhaven is currently accepting resumes from qualified applicants for the position of Environmental Services Manager. Reporting to the Executive Director, the Environmental Services Manager is responsible for planning, organizing, leading and overseeing the operations of the physical plant, property, housekeeping, laundry, fire safety and security systems, preventative maintenance and inventory programs in keeping with the Mission, Vision and Values of Fairhaven. The Environmental Services Manager exhibits highly ethical behaviour at all times, and facilitates a collaborative working environment by employing proven leadership, teamwork, innovation, and creative solutions practices.

**RESPONSIBILITIES:**

- Plans, assesses, organizes, directs, controls, and evaluates all Environmental Services programs and systems.
- Assists in preparing the annual operating and capital budgets. Promotes fiscal efficiency on a day-to-day basis. Ensures that the Department remains within the established budget outside of exigent circumstances.
- Prepares, evaluates and monitors Requests for Proposals (RFP's), contract documents, and vendor relationships.
- Designs, reviews and evaluates services provide by third party vendors.
- Plans, manages, coordinates and supervises the activities of the Environmental Services staff through daily, weekly and monthly work plans.
- Maintains effective control over maintenance supplies inventory.
- Researches, recommends, and purchases all equipment for Environmental Services and other Departments as needed.
- Maintains an equipment warranty tracking and replacement program.
- Develops and implements a regular preventative maintenance program for equipment related to the heating, ventilation, air conditioning, mechanical equipment, home interior, exterior and grounds of Fairhaven.
- Maintains the Department's policy and procedure manual.
- Monitors the Home's parking areas and administers permit distribution. Acts as an authorized parking officer of the City of Peterborough, through a City by-law, on Fairhaven grounds.
- Researches, recommends and manages contract services in pest control, waste management, recycling, window cleaning, outside grounds maintenance, snow removal, grass cutting and landscaping.
- Monitors and arranges for hazardous waste disposal.



- Maintains, and upgrades as necessary, the computerized maintenance work order management system.
- Liaises with architects, consultants, suppliers and contractors.
- Participates on Fairhaven's Joint Occupational Health and Safety Committee (JOHSC) as co-Chair.
- Chairs the Emergency Preparedness Committee.

#### **QUALIFICATIONS:**

- Completion of Building Environmental Systems (BES) Facilities Manager and/or Trade Certificate in plumbing, electrical or engineering degree (mechanical or electrical).
- Minimum of four (4) years leadership experience in Building Services and familiarity in a long-term care setting an asset.
- Extensive working knowledge and expertise in H.V.A.C., Building Environmental Systems and related equipment.
- 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.
- A highly developed sense of ethical behaviour and demonstrated integrity and professionalism.
- Effective communication, problem solving, conflict resolution and presentation skills.
- Ability to draw, read and interpret mechanical & electrical drawings/specifications

**Interested candidates should forward their resume in confidence to:**

**Human Resources**  
[careers@fairhavenltc.com](mailto:careers@fairhavenltc.com)

*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.*

Please be advised that in order to be eligible for employment at Fairhaven, all new hires must have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada AND have received the final dose of the COVID-19 vaccine at least 14 days prior to start date. Medical exemptions or any other kind of requested exemption based upon Fairhaven's obligations pursuant to the Ontario Human Rights Code will be considered on a case-by-case basis.