Environmental Services Manager

Full-Time Permanent

$80,000-$90,000/year

Fairhaven is in the heart of the Kawartha's, a beautiful place to live and work, surrounded by natural beauty and a mere 90 minutes north-east of Toronto. Fairhaven is proud to be one of the leading-edge Long-Term Care homes in Ontario offering an exciting opportunity to join the Fairhaven team. Fairhaven offers an extraordinary, dedicated, and considerate work environment that demonstrates core values while offering excellence in healthcare with a primary overall focus of on enhancing the quality lives of our residents each day.

Fairhaven is committed to providing a positive and healthy work culture through consistent collaboration, open communication, along with professional development opportunities throughout our organization empowering staff to grow and succeed in their roles. Fairhaven offers competitive compensation, OMERS Pension, Employee Assistance Program and much more.

POSITION SUMMARY

Reporting to the Director of Operations, the Environmental Services Manager is responsible for planning, organizing, leading and overseeing the physical building, property, housekeeping, laundry, fire safety and security systems, preventative maintenance and inventory programs in keeping with the Mission, Vision and Values of Fairhaven. The ESM always exhibits highly ethical behaviour, and facilitates a collaborative working environment, by employing proven leadership, teamwork, innovation, and creative practices.

REPORTING RELATIONSHIP

Reports directly to the Environmental Services Manager. Directly oversees the Environmental Services Supervisor and maintenance staff.

KEY 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; ensuring that the Department remains within the established budget outside of exigent circumstances.
- Prepares, evaluates and monitors Requests for Proposals (RFP's), and contract documents.
- Designs, reviews and evaluates security services provided 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. Act as an authorized parking officer of the City of Peterborough, through a City by-law, on Fairhaven grounds.
- Research 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.
- Co-Chair the Joint Occupational Health and Safety Committee (JOHSC).
- 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 of experience leading and managing people, including responsibility for performance management, coaching, and team development
- Must have experience in Long Term Care setting
- Extensive working knowledge and expertise in H.V.A.C., Building Environmental Systems and related equipment.
- Knowledge of 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.
- 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 and specifications.

Interested candidates are invited to submit their resume and cover letter to careers@fairhavenltc.com.

Applications will be accepted until the position is filled. Fairhaven does not use artificial intelligence (AI) tools to screen, assess, or select applicants during the hiring process.

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

Please note 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. Fairhaven is an equal opportunity employer; accommodation will be provided in accordance with the Ontario Human Rights Code.