

Environmental Services Facilities Supervisor

Permanent Full-time



Under the direction of the Assistant Administrator/Manager, Environmental Services, the Facilities Supervisor is responsible for the day-to-day operations, maintenance, and long-term planning of the facility and grounds to ensure they are safe, well-maintained, functional, sustainable, and efficient.

The Facilities Supervisor will use their knowledge of operational and legislative requirements in a health care setting to supervise the day-to-day maintenance activities of the Home, which includes mechanical, electrical, HVAC, mobile equipment, and structural components, while providing daily oversight and direction to maintenance and custodial staff and maintenance contractors. This job is required to troubleshoot, conduct root cause analysis and correct performance issues of both equipment and personnel.

A Sampling of What You Get to do:

- Plan, supervise, schedule and inspect the maintenance activities of the facility, ensuring compliance with safety, electrical, plumbing and mechanical system requirements and other applicable government and long-term care legislation, and take necessary action to resolve non-compliance as appropriate.
 - This includes interior/exterior maintenance, painting, equipment/machine repair, carpentry, plumbing, electrical, and HVAC equipment work and repairs.
- Establish and maintain emergency response protocols for equipment failures, power outages, fire alarms, and other facility incidents.
- Provide supervision to maintenance and custodial staff, including performance review and planning, training/mentorship and development formulation, problem solving/dispute resolution, discipline, and safety.
- Utilize software to track internal and external work orders and produce reports on same.
- Assist the Assistant Administrator/Manager, Environmental Services with compiling information for the annual capital and operating budgets which may include, supplying information on, and recommending the purchase of maintenance equipment, repairs or improvements to buildings and equipment, and changes or improvements to methods, procedures, and policies.
- Provide leadership to improve/maintain health and safety performance by being a role model in safety and demonstrating due diligence through applying the corporate health & safety program elements.
- Participate on, and/or Chair, appropriate committees within the Home (i.e., Health & Safety, Labour Relations, Continuous Quality Improvement Committee, etc.)
- Maintain effective working relationships with the staff, public bodies, residents, and families.
- Maintain compliance with required policies, Provincial regulations, and applicable legislation; modify or develop new policies, as required.
- Collaborate with management team on special projects, reviews, and other initiatives.
- Accountable for the safety and security of employees and facilities and ensure that employees work safely and in compliance with the relevant statutes and regulations.

What Qualifications are Required?

- Post-secondary diploma or degree in Healthcare Environmental Services Management (HESM), Building Services Management, Facilities Management, or a suitable equivalent.
 - A professional designation in Systems Maintenance Technician (SMT) or Facilities Management Professional (FMP) would be considered an asset.
- Three (3) years of experience in facilities maintenance management, including supervisory experience in a unionized environment - team management and effective coaching skills are essential.
- Project Management experience is considered an asset.
- Experience implementing preventative maintenance systems and managing maintenance budgets in accordance with an established operating plan.
- Working knowledge of electrical, plumbing, carpentry, energy management, HVAC, and mechanical systems.
- Strong organizational and problem-solving skills, with the ability to effectively prioritize and multitask.
- In-depth understanding of safety protocols and regulatory compliance, including Occupational Health & Safety Act (OHSA) and Ontario Accessibility Regulations (AODA).
- Proficient computer skills using a variety of Office and facility work management software products.
- Well-developed organizational, written, verbal communication, and customer service skills.
- Flexibility to work varied hours, including weekends, and holidays, and availability to respond to after-hours emergencies and special events as required.
- Availability to be on the rotational on-call emergency after-hours contact for the department.
- Adept at working independently and as part of a multi-disciplinary team.

What Can We Offer to You?

Competitive wage range of \$ 73, 653.00 - \$83, 616.00 per annum based on a 40-hour work week

OMERS pension plan, paid vacation, health & dental plans, EFAP

An opportunity to contribute your skills to an awesome team.

A place where you can be proud to work – we take pride in being a top employer in the community we serve!

How Can You Let Us Know About You?

Please submit your resume: HR@eastholme.ca

Eastholme confirms that this job posting is for an active vacancy that we are currently seeking to fill. We thank everyone for their interest in joining our team! Artificial intelligence (AI) may be used in parts of the recruitment process to assist with screening and evaluating applicants. All decisions will be reviewed by humans and selected applicants will be contacted for an interview.

Eastholme is an equal opportunity employer and values diversity in our workforce. We encourage applications from all qualified individuals. We are also AODA compliant and should you require accommodation in the hiring process, please do not hesitate to let us know - accommodations may be provided in all steps of the hiring process.