

**Environmental Services Manager
Full-Time Permanent**

Fairhaven Long Term Care (Fairhaven) is located 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 currently offering an exciting opportunity within our management team.

We are seeking an experienced Environmental Services Manager (ESM) to join our compassionate, caring, and forward-thinking group of professionals. Fairhaven offers an extraordinary, dedicated, and considerate work environment that demonstrates core values while offering excellence in healthcare with a primary overall focus of improving the lives of our residents every day.

Fairhaven is committed to providing a positive and healthy work culture through consistent collaboration, open communication, along with ongoing training and professional development opportunities throughout our organization. We offer a competitive compensation, extended health benefits, OMERS pension, and employee assistance program.

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.

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.



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.