TITLE: Environmental Services Manager

REPORTS TO: Executive Director

POSITION SUMMARY:
In accordance with applicable codes and regulations, contributes to the development of policies and procedures for the Maintenance, Housekeeping and Laundry departments.

MAJOR DUTIES AND RESPONSIBILITIES:

- Ensures the safe operation of the physical plant and maintenance of the grounds.

- Participates in all appropriate home committees, including the Joint Occupational Health and Safety Committee.

- Monitors all maintenance contracts.

- Establishes and monitors a preventative maintenance program.

- Establishes work priorities and routines for regular, preventative and emergency maintenance.

- Establishes an ongoing quality program to ensure the effectiveness of the Maintenance, Housekeeping and Laundry departments. Inspects the home for the state of repair regularly.

- Conducts staff and resident education programs as they relate to the Maintenance, Housekeeping and Laundry departments.

- Develops and maintains accurate records of maintenance repairs and completes required Inspection Protocols.

- Supervises, trains and evaluates the performance of the Maintenance, Housekeeping and Laundry staff; completes required Inspection Protocols.

ENVIRONMENTAL SERVICES MANAGER
JOB DESCRIPTION

• Conducts and maintains accurate records of monthly fire drills.

• Participates in operational budgeting processes for the Maintenance, Housekeeping and Laundry departments.

• Remains current with new maintenance, housekeeping and laundry equipment, supplies, methods and legislation.

• Implements and maintains staff safety programs including: fire safety, emergency and disaster planning, evacuation, WHMIS and OH&S legislation.

• In collaboration with the Infection Prevention & Control Lead, develops, implements and monitors a maintenance, housekeeping and laundry program that prevents and controls the contact and spread of infection.

• Maintenance duties and responsibilities as required.

• All other duties as assigned.

QUALIFICATIONS:

• Knowledge of building systems (BES certification or journeyman papers electrical/mechanical trade preferred)

• Minimum three years management experience (nursing/retirement home preferred)

• Must possess excellent leadership, interpersonal and communication skills within a team environment

• Computer literacy essential