

ENVIRONMENTAL SERVICES MANAGER JOB DESCRIPTION

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.
- Works with and responds to the Ministry of Health, Ministry of Labour and Public Health inspectors, Municipal officials and the Fire Marshall.

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- 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