



**NON-UNION**

**REFERENCE#:** 11-OC-516

**DEPARTMENT:** Environmental and Transportation Services

**TITLE:** Manager (1 Full-Time Position)

**HOURS OF WORK:** 37.5 Hours per week (Evenings)

**DESCRIPTION:**

Under the direction of the Environmental and Transportation Services Director, the Manager, Environmental and Transportation Services is responsible for organizing and managing the Environmental and Transportation Services operations for a designated area and for ensuring that standards are consistently achieved in the most cost effective and efficient manner.

**RESPONSIBILITIES:**

The Manager, Environmental & Transportation Services is responsible for organizing and managing the Environmental and Transportation Services operations ensuring that standards are consistently achieved in the most cost effective and efficient manner; participating in planning, implementing and evaluating changes that will enhance service to patients and staff; setting standards and ensures that these standards are implemented and consistently maintained; and ensuring standards relating to working conditions, equipment and availability of linen and supplies are met. As the leader, role model and coach for staff the manager creates and maintains a climate which encourages staff participation in problem identification and solution and facilitates interdepartmental communication between Environmental and Transportation Services and other Hospital departments/services.

For a full listing of responsibilities and duties, please contact People Services for a full job description

**QUALIFICATIONS:**

The successful candidate must possess a High School Diploma or equivalent is required and preferably related post secondary education. The incumbent must have prior management experience and be an effective leader, communicator, organizer and planner capable of making timely decisions and exercising tact and good judgement. Recent experience with institutional cleaning operations is preferred.

Please apply via email, quoting reference number **11-OC-516** by **2011 December 7th** to:  
Recruitment Lead Advisor, Recruitment and Employee Services  
KINGSTON GENERAL HOSPITAL  
E-mail: [peopleservices@kgh.kari.net](mailto:peopleservices@kgh.kari.net)