



THE REGIONAL MUNICIPALITY OF DURHAM

Social Services Department – Long Term Care & Services for Seniors

Supervisor, Environmental Services (Regular Part-Time)

Job ID: 7831

Open: May 20, 2016 Close: Jun 03, 2016

Lakeview Manor

This position is located at Lakeview Manor in Beaverton, Ontario.

Supervisor, Environmental Services

Reporting to the Manager of Environmental Services, the incumbent will supervise the Environmental Services of this Long Term Care facility (including housekeeping, laundry and maintenance services).

The incumbent will:

- Provide direct supervision of Environmental Services staff
- Assist in setting and achieving departmental and organizational goals and objectives
- Assist in developing policies and procedures
- Schedule employees and projects within a unionized environment
- Liaise effectively within a multidisciplinary team
- Monitor and ensure inventory control systems are effective and accurate
- Conduct audits of the facility and inspects and evaluates the physical condition of the facility
- Coordinate and monitor an effective preventative maintenance program
- Ensure that all applicable legislation, Region of Durham policies and procedures and LTC Standards are adhered to by staff
- Act as Manager of Environmental Services during their absence

The successful applicant will possess:

- Post secondary education in Environmental Services Management or equivalent education/experience
- Knowledge of Quality Improvement processes and related tools
- Minimum 2 years related supervisory experience in a long term care setting
- Excellent interpersonal, written and verbal communication skills
- Knowledge of Provincial Infectious Diseases Advisory Committee (PIDAC) best practices
- Working knowledge of HVAC, building systems and equipment found in a long term care setting
- Working knowledge of WHMIS
- Working knowledge of Occupational Health and Safety Act and Regulations
- Demonstrated proficiency in word processing, spreadsheet and database applications
- Membership with OHHA or CAEM is an asset

Hours of Work:

It is anticipated that the incumbent will work 3 days per week, which includes alternating weekends, as well as a mix of day and afternoon shifts.

Management and Exempt Salary Grade 3

- Salary: \$62,723 to \$78,404 per annum



Criminal Reference and Vulnerable Sector

A current acceptable Criminal Reference Check with Vulnerable Sector Clearance will be required for this position as a pre-condition to employment.

External Application Process

Come find a home where exciting and rewarding careers are balanced with your lifestyle. We thank all applicants; however, only those being considered will be contacted. Please apply online at www.durham.ca by no later than midnight on the closing date indicated on the Job Posting.

The Region of Durham is an Equal Opportunity Employer.

Note: If you require accommodation at any time throughout the application process, or if this information is required in an accessible format, please contact us at: RecruitingHelp@durham.ca and a Consultant will provide appropriate assistance pursuant to the Region's Accommodation and Accessibility policies. Please note that resumes should not be sent to RecruitingHelp@durham.ca.

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