

Supervisor – Environmental Services

Rideaucrest Home is a Long-Term Care Municipal Home with 170 beds, located in beautiful historic Kingston, which is committed to enriching the lives of people who require long term care support.

Position Summary

Under the general direction of the Administrator, the Supervisor - Environmental Services will be responsible for providing direction and supervision to all environmental and maintenance staff of a Long Term Care Facility. This role will implement standards of practice for maintenance and operation of the home, grounds, equipment, housekeeping and laundry services; oversee security; maintain a cleaning system that prevents and controls the contact and spread of infectious disease, as well as maintain appropriate sanitizing equipment throughout the facility.

The Supervisor - Environmental Services will oversee all preventative maintenance programs; address all building maintenance operations, to protect assets and to ensure the safety and comfort of residents and staff; schedule inspections of life line systems and conduct and monitor monthly fire drills; implement and monitor maintenance programs ensuring compliance with Ministry Standards; be aware of conditions and measures that may affect the safety of residents, students, employees, volunteers, physicians and visitors including: accident/incident investigations and tracking for completion, safety standards adherence, development, training and communication, completion of risk assessments to understand risk points, development of key safety standards, and support the implementation of safety systems.

The Supervisor - Environmental Services will develop and monitor operational and capital budgets for the department; ensure compliance with relevant governing bodies and legislative acts, bylaws and collective agreements; work with and respond to enquiries or requests for information from the Ministry of Labour, Health and Long-Term Care, Public Health Officials, Municipal Officials and the Fire Marshal as required; supervise staff and contractors performing work to ensure compliance with the Health and Safety Act, Policies and Procedures, as well as Quality Assurance; administer and instruct fire, emergency preparedness and pandemic planning for all service areas in conjunction with JHSC.

Qualifications

- Completion of OHA correspondence course Environmental Services levels 1 & 2 or equivalent is strongly preferred. If necessary, completion of the OHA course would be required at the candidate's own cost within two years.
- Successful completion of a post-secondary diploma in environmental services/building services management or related field.
- Technical Schooling in electrical, plumbing, HVAC or mechanical is preferred.
- Minimum of three years demonstrated supervisory and operational experience in a large long term care facility, hospital or residential complex is essential. Demonstrated experience managing a diverse group of employees as a team builder and leader of change.
- Experience implementing and maintaining infection control programs.

Skills, Abilities, Special Physical Demands

- Superior communication, interpersonal and team building skills.
- Ability to function well under pressure and lead a team by example.
- Strong customer service focus and the ability to establish and maintain positive relationships with staff, residents and related organizations at local, provincial and federal levels.
- Knowledge of the Health and Safety Act and Regulations, Building Code, Fire Code, and Municipal by-laws.
- Ability to plan, track, control and budget labour and supplies.
- Knowledge of Building Automated Systems, MS Word, Excel and Outlook.
- Knowledge of Peoplesoft and Goldcare would be an asset.
- Ability to operate and maintain building and machinery in a safe manner.
- Ability to read blue prints and wiring schematics.
- Valid Driver's license and satisfactory criminal reference check at your own expense.
- Must be able to demonstrate the key corporate competencies such as Customer Focus, Results Orientation, Integrity, and Teamwork.

File Number: K21-25-2010

Salary: \$52,161.20 to \$71,216.60

No Closing Date