

STRATHMERE LODGE POSITION DESCRIPTION

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| TITLE: | Environmental Services Manager |
| DEPARTMENT: | Environmental Services |
| REPORTS TO: | Administrator |
| POSITIONS SUPERVISED: | Environmental Services Staff (Laundry, Housing, Maintenance) |

POSITION SUMMARY

As a member of the Strathmere Lodge senior management team, reporting to the Administrator, the Environmental Services Manager is responsible for the day-to-day operations of the Home's Housekeeping, Laundry, and Maintenance services. The Environmental Services Manager coordinates the Home's Employee Health and Safety, Fire Safety, and Emergency Preparedness and Security programs. Maintains acceptable compliance with all applicable standards.

MAIN DUTIES & RESPONSIBILITIES

1. Provides direction to environmental services staff and monitors and controls service levels.
2. Develops policies, procedures, risk management and quality assurance programs for the section.
3. Addresses resident, family and staff concerns regarding environmental services.
4. Submits environmental services information for budget preparation. Monitors and controls section expenditures.
5. Maintains effective labour relations; Hires, orients, trains, schedules, supervises, evaluates, coaches and disciplines environmental services personnel and manages the section's attendance program.
6. Coordinates employee health and safety program for the Home. Develops and promotes safe work practices and adheres to requirements of health and safety legislation and policies. Acts as Safety Officer.
7. Coordinates the fire safety, security and emergency preparedness program for the Home. Acts as the Fire Safety Officer.

8. Manages the Home's building, grounds and equipment maintenance program. Ensures building systems are monitored, work orders completed and preventive maintenance performed as required.
9. Manages the Home's waste and recycling programs.
10. Represents the Environmental Services section on the Home's Intersectional Management Team and applicable committees and task forces.
11. Participates in ongoing self-improvement program, including annual goal setting.
12. Adheres to provincial occupational health and safety legislation and related Lodge/County policies/procedures, including holding workers accountable for such adherence; informing workers of workplace hazards/dangers; instructing workers on how to work safely; and doing everything reasonable to keep workers from getting injured/sick on the job.
13. Performs other duties as assigned.

QUALIFICATIONS

Education & Experience

- Two-year post-secondary diploma or degree in Environmental Services/Building Services Management or related field.
- Completion of the Ontario Hospital Association correspondence course Environmental Services Levels 1 and 2, preferred.
- Two (2) years supervisory experience in a unionized environment in a healthcare setting.
- Technical Schooling in electrical, plumbing, HVAC or mechanical is an asset.
- Certified in Occupational Health & Safety.
- A valid "G" driver's licence with a clean driver's abstract.
- Current Criminal Record Check with a Vulnerable Sector Screening that is satisfactory to the County of Middlesex.

Knowledge, Skills and Abilities

- Familiarity with legislative requirements and guidelines pertaining to all applicable provincial codes, standards and laws including the Ontario and Municipal Building

Codes, Fire Code, OHS Act, WHMIS and Ministry of Health and Long-term Care Program Standards, and other governing bodies.

- Excellent communication, interpersonal and team building skills.
- Ability to meet the physical requirements of the job as specified in the Physical Demands Analysis.