



EMPLOYMENT OPPORTUNITY

Environmental Services Manager (Temporary, Full-Time - 1 Year Contract)

About Strathmere Lodge

Strathmere Lodge is a not-for-profit, long-term care home that is owned by Middlesex County. Opened in 2006, this facility sits on a five-acre site on the outskirts of Strathroy. The home provides care to 160 residents in accordance with Ontario legislation and standards established and monitored by the Ministry of Health and Long-Term Care.

Working at Strathmere Lodge

At Strathmere Lodge, you will have a chance to make an impact in your everyday work and build lasting relationships. We offer a culture that values inclusion, diversity, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations. Join our team and build a rewarding career in a progressive workplace that fosters leadership.

Position Overview

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 Lodge's Housekeeping, Laundry, and Maintenance services. The Environmental Services Manager coordinates the Lodge's Employee Health and Safety, Fire Safety, Emergency Preparedness and Security programs, and maintains acceptable compliance with all applicable standards.

Qualifications

- Two-year post-secondary diploma or degree in Environmental Services/Building Services Management or related field
- Two (2) years supervisory experience in a unionized environment in a healthcare setting
- Completion of the Ontario Hospital Association correspondence course Environmental Services Levels 1 and 2, preferred
- 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 Middlesex County
- 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

Additional details and a full job description are available at www.middlesex.ca.

What We Offer

- Competitive compensation: the pay rate for this position is \$44.79 to \$52.41 per hour for 35 hours per week plus 13% for pay in lieu of benefits
- Ability to participate in the OMERS (Ontario Municipal Employees Retirement System) pension plan
- Employee and Family Assistance Program
- Ongoing training and development

How to Apply

If you are interested in this opportunity, please submit your cover letter and resume to **Jessica Ngai, Director of Human Resources**, by email at hr@middlesex.ca by **4:30 p.m. on April 17, 2024**.

We welcome all interested candidates to apply. If you do not meet every qualification in the job description but your skills and experience align well with the role, we encourage you to consider applying. You may be the right candidate we are looking for with this role or other roles at Middlesex County.

Accommodations

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

Additional Information

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.

STRATHMERE LODGE POSITION DESCRIPTION

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.