

Supervisor, Facilities Management

Employer: Health Sciences North

Posted: 14 months ago

ES Job ID: 13944

Sector(s): General Labour, Executive and Management

Closing Date: April 26, 2023

Location: Sudbury

Duration: Full Time

Job Description:

Job Title: Supervisor, Facilities Management

Job Location: Sudbury, ON

Pay Rate / Hour: \$42.24 - \$49.69

Posting Date: 02/27/2023

Closing Date: 04/26/2023

Competition #1905

Status: Permanent, Full-time

Salary Information \$82,368.00 to \$96,895.50 / annum

Application Closing Date April 26, 2023

KEY FUNCTION:

Provide leadership in the day-to-day operations of the Capital Projects, Plant Operations, Plant Maintenance, Parking, Grounds Keeping, and Security areas to ensure a safe and comfortable environment for patients, staff, and visitors, while maintaining fiscal responsibility.

REPORTING:

Under the general direction of the Manager, Building Services.

DUTIES:

1. Develop and determine priorities, plan for enhancement, repair, and modification of the building facilities and equipment; provide ongoing preventative maintenance.
2. Organize, coordinate, and schedule the daily activities of the Plant Operations, Maintenance and Grounds Keeping; ensure staff are trained and follow standard operating procedures.
3. Monitor and assess the facilities' interior and exterior infrastructure and equipment.
4. Report on workload statistics and assist with budget development and monitoring.
5. Monitor and participate in operations at assigned sites, including inspecting projects, developing and implementing modifications/improvements, recommending specifications, scheduling for contracts, inspecting contractors work, and monitoring staff productivity.
6. Assist in the development and implementation of energy management plans.
7. Liaise with contractors for construction and maintenance activities and other organizations on behalf of the Manager of Building Services (e.g. Fire Department, City of Sudbury Building officials, Electrical Safety Authority (ESA), Technical Standards and Safety Authority (TSSA), Ornge, and the Ministry of Labour).
8. Ensure health and safety items are adhered to.
9. Develop and update related policies and procedures.
10. Monitor all Infection and Prevention Control measures relating to construction in a health care facility.
11. Provide hospital wide, on-call coverage for problems and serious issues after hours and on weekends according to scheduled rotation.
12. Evaluate patient care and satisfaction on an ongoing basis and formulate solutions for improvement.

13. Manage human resources which include: recruitment, selection and training.
14. Oversee the work of others in compliance with the Occupational Health and Safety Act (OHSA), its regulations, and HSN policies.
15. Determine and align improvement projects with HSN's Strategic Plan; monitor and adjust to achieve goal outcomes.
16. Participate in the accreditation process and work to ensure that the program and HSN achieve, maintain and continually improve upon their accredited status.
17. Teach, coach and lead staff in the development and monitoring of quality indicators and improvement initiatives.
18. Engage in and foster professional development of all staff and provide opportunities for learning within budgeted resources.
19. Ensure a safe environment for patients, staff and visitors; investigate report, debrief and take or direct corrective action as required on incidents.
20. Collaborate with internal and external stakeholders/organizations/community groups to achieve program objectives, integrate and link services and foster partnerships across the continuum of service delivery.
21. Participate in education and training specific to current, relevant federal and provincial health and safety legislation, standards and guidelines.
22. Represent the department or program on various committees and in meetings as required.
23. Perform other duties as required.

Required Skills:**EDUCATION AND TRAINING:**

1. Minimum of a two (2) year Diploma in a related field, from an accredited college or Skilled Trades License in a technical field.
2. A Certificate or Diploma in a Supervisory, Management, or Business field is preferred.
3. Current Certificate of Registration in good standing with a related professional association (e.g. Ontario Association of Certified Engineering Technicians and Technologists (OACETT), Project Management Professional (PMP)) is preferred.
4. Ministry of Labour \"Worker Health and Safety Awareness in 4 Steps\" training certificate is required.

EXPERIENCE:

1. Minimum of two (2) years' recent experience working in a leadership/supervisory role in a technical environment.
2. Experience working in a related trade/engineering/electrical/civil technologist field is preferred.
3. Experience coordinating departmental activities in a unionized environment.

KNOWLEDGE/SKILLS/ABILITIES:

1. Demonstrated ability to ensure applicable legislation/standards are maintained in a multiple site environment.
2. Demonstrated ability to lead and initiate positive change.
3. Demonstrated ability to work cooperatively with team members and other members of the management and technical team.
4. Demonstrated ability to organize and prioritize workload to meet operational demands.
5. Demonstrated commitment to ongoing personal and team-centered education.
6. Demonstrated commitment to customer satisfaction and continuous quality improvement concepts in the delivery of support services.
7. Demonstrated technical skills with the ability to provide support services in a Plant Maintenance/Plant Operations environment.
8. Demonstrated ability to coach, advise and teach others using the principles of adult learning.

- 9.Demonstrated training, experience or utilization of lean methodology for process improvement.
- 10.Demonstrated ability to independently identify issues, plan improvements, measure success and continue improvement.
- 11.Knowledge of relevant legislation and principles of management, hospital committee structure, conflict management and resolution, system needs analysis and organizational assessment.
- 12.Ability to use tact and discretion in dealing with health care providers and employees.
- 13.Demonstrated excellent computer skills with proficiency in Microsoft Office software (e.g. Word, Excel, Power Point and Outlook) and patient information systems.
- 14.Demonstrated superior interpersonal and communication skills, both written and verbal.
- 15.Demonstrated commitment to the safety of co-workers and patients.

PERSONAL SUITABILITY:

- 1.Successful criminal reference check is required for vulnerable sector.
- 2.Demonstrated commitment to ongoing professional development.
- 3.Demonstrated professionalism in dealing with confidential and sensitive issues.
- 4.Demonstrated positive work record and excellent attendance record.
- 5.Ability to meet the physical and sensory demands of the job.
- 6.Ability to travel between local sites.

Requirements:

- Ability to Travel
- Access to Vehicle
- Bondable
- Driver's License

How to Apply:

Please visit <https://careers.hsnsudbury.ca/go/Health-Sciences-North/8659947/>

Selection Process: Candidates will be selected for this position on the basis of their skill, ability, experience and qualifications as identified in the resume and completed Application Form submitted. The Hospital reserves the right to conduct a formal interview where required.