



## POSTING NUMBER: 2018-NON-FAC-111

Hastings County, located in Central Ontario, just a short drive from the world renowned Sandbanks Provincial Park, is abundant in historical and natural wonders. The rural lifestyle remains strong here, and you will find our unique artisan and antique shops make for a wonderful day of shopping and exploring our small towns, villages and hamlets. Not to be forgotten is the thriving urban centres of Belleville and Quinte West nestled along the northern shore of the Beautiful Bay of Quinte offering an enticing waterfront trail, a state of the art marina and the new Shorelines Casino. Hastings County is the ultimate combination of urban and rural living.

**Hastings County** is a progressive, forward thinking municipality that prides itself on exceptional programs and processes to ensure employee Health, Safety and Wellness and to enrich the professional development of our staff.

In an effort to fulfil our mandate to Support People and our Communities a Dedicated Facilities and Infrastructure Department has been created. Applications are being accepted at this time for:

### **MAINTENANCE SUPERVISOR – LONG TERM CARE**

This is a **Full Time, Non Union** position, reporting directly to the **Director of Facilities and Capital Infrastructure**, responsible for the day-to-day supervision and coordination of work for the maintenance staff at Hastings and Centennial Manor. In addition it will oversee the efficient and cost effective coordination of minor/major maintenance repairs, site supervision for capital repairs, and to enhance or improve the physical condition of the long term care facilities managed by Hastings County..

#### **RESPONSIBILITIES:**

- Directly supervise the Maintenance staff day-to-day operations on site through the coordination of activities related to planned, routine maintenance and ensure 24-hour emergency coverage.
- Develop and implement a regular preventative maintenance program for the heating, ventilation, mechanical equipment, home interior, exterior and grounds.
- Conduct daily property inspections to ensure the quality, cleanliness, and safety of our property and grounds are consistent with County and Municipal standards and by-laws.
- Assist with the Identification of minor/major maintenance and capital projects to be undertaken within the County's Long Term Care portfolio, taking into account short and long term budgetary limitations, with input from the Long Term Care management team, staff and residents.
- Provide site supervision for annual inspections, non-recurring projects, and large-scale recurring maintenance contracts of a technical nature by monitoring and supervising contractor performance by conducting regular inspections to ensure quality assurance and compliance with specifications.
- Recommend the modification of contracts when circumstances warrant, and recommend change orders when such modifications are required.
- Resolve disputes with contractors when such disputes are within the incumbent's area of responsibility, or recommend appropriate corrective action to the Director, Facilities and Capital Infrastructure, as required.
- As part of the Facilities Management team, participate in the post contract evaluation process, ensure the completion of all required contract close out information, evaluate contractor performance to support future decision making regarding contractor selection.

- Organize and control a procedure to receive, handle and document maintenance requests and ensure there is an informed, effective delivery of services
- Ensure residents and/or their families are made aware when work being completed will have an impact on them.
- Develop an education program for all fire regulations and practice drills, and to ensure that all fire equipment is inspected and meets standards.
- Ensure the water supply, water temperature, air temperature and air quality adhere to Ministry of Health Standards.
- Complete various monthly reports and other reports as required.
- Plan and arrange in-service training as required and ensure that all staff receive the training necessary to competently perform their duties.
- Provide input to enhance budget preparations and ensure the maintenance department operates within its approved capital and operating budget.
- Protect own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act and County policies.
- Immediately report and document all incidents of alleged, suspected or witnessed abuse or neglect of a resident in accordance with County policies and the Ministry of Health Long Term Care Act, 2007.
- Be aware of and follow emergency response procedures including all practice drills.
- Other duties as may be assigned from time to time

## **MINIMUM QUALIFICATIONS**

### **Educational Requirements:**

- Post-secondary diploma in Construction Technology or equivalent.

### **Previous Related Experience Required:**

- Three to five years' experience in capital project management and facilities/building construction industry
- Proven project management skills with respect to planning, contracting, tendering and supervision.
- Thorough knowledge of building codes, technical standards, municipal building codes, health and safety codes and maintenance trades.
- Working knowledge of budget procedures
- Sound practical knowledge of carpentry, painting, plumbing, electrical, electronic and mechanical systems.
- Ability to work with minimal supervision and demonstrate sound decision making, time management and administrative skills.
- Ability to prioritize and work efficiently and accurately to meet deadlines in a fast paced environment.
- Strong interpersonal skills, patience and oral and written communication skills to effectively communicate with residents, staff, departmental supervisors, contractors and the general public.
- Capacity to create an environment conducive to the well-being of the residents.
- Advanced computer skills in Microsoft Office applications
- Valid "G" Driver's license and access to reliable transportation

**Hastings County** offers a competitive wage and fringe benefit package

Applications will be accepted by the undersigned until **4:00 pm on Friday, April 27, 2018**

Please reference the **Posting number** and your **name** in the subject line of your email and on all hard copy correspondence

**Attn: Yvette Fournier**

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We thank all applicants for their interest; however, only those selected for an interview will be contacted.

*The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.*