



Centennial Manor
Bancroft, ON

2021-NON-FAC-300

Maintenance Supervisor
Permanent Full Time

Centennial Manor has an opening for one (1) **permanent full time Maintenance Supervisor**. This is a non-union position and reports to the Director of Facilities & Capital Infrastructure and Home Administrator. The primary function of this position is to be responsible for the administration including planning, organizing, directing coordinating and evaluating of maintenance and custodial services in order to maintain the Centennial Manor, the North Hastings Professional Building and Bancroft area social housing properties.

Duties:

- Assist in the development, interpretation and incorporation of maintenance goals, objective, policies and procedures for day to day operation at Centennial Manor, the North Hastings Professional Building and Bancroft area housing properties.
- Conduct or participate in maintenance staff interviews, orientations, evaluations and disciplinary procedures.
- Ensure in-service programs are provided and documented and encourage the continued professional development of staff.
- Prepare and post bi-weekly staff schedules in accordance with union contracts and maintain master schedules, including but not limited to:
 - Work routines
 - Project work
 - Daily staff replacement
 - Payroll calculations
 - Monitoring attendance awareness
- Ensure quality assurance performance levels are being maintained, documented and reported.
- Investigate and evaluate new maintenance services, techniques and supplies.
- Report any mechanical failures or unsafe conditions and promote safety in the workplace.
- Order and maintain inventory control of maintenance and custodial supplies.
- Ensure good staff and resident/tenant relations are maintained and provide effective public relations with relatives and outside agencies.
- Assist with the preparation of the maintenance budget and ensure effective control of the budget.
- Participate in and/or lead committee and departmental meetings.
- Supervise in accordance with and follow the Occupational Health and Safety Act and County Policies.
- Ensure all employee incidents are documented, investigated and submitted to the Administrative Assistant.
- 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.
- Be accountable for the delivery of high quality, safe and reliable care along with a safe work environment to ensure and protect the health and safety of those who use and deliver the programs and services provided by Centennial Manor, Professional Building and Social Housing.
- Other duties as may be assigned from time to time.

Minimum Qualifications:

- Post-secondary diploma in Construction Technology or Building System Maintenance or equivalent.
- Three to five years' experience in project management and building construction/maintenance industry
- Proven project management skills with respect to planning, contracting, tendering and supervision.
- Strong interpersonal and management skills.
- Ability to supervise staff performing numerous building maintenance and custodial duties.
- Thorough knowledge of building codes, technical standards, health and safety codes and maintenance trades.
- Ability to effectively communicate with residents/tenants, the public, staff and outside agencies to foster an environment conducive to the well-being of the residents/tenants.
- Working knowledge of budget procedures
- Advanced computer skills in Microsoft Office applications.
- Valid Driver's License.

Other Considerations/Enhanced Qualifications:

- Previous employment in a health care setting
- Previous experience in building systems maintenance
- Supervisory experience
- Computer skills

Salary Range: \$67,974 - \$79,502 per annum, with excellent fringe benefits

Hours of Work: Monday-Friday, 8:30-4:30, 35 hours per week

CLOSING DATE: Friday, December 3, 2021 by 4pm

Please forward applications to: careers@hastingscounty.com

Please quote **"2021-NON-FAC-300 – "your name"** in the subject line

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity.

We thank all applicants for their interest in this position; however, only those applicants 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.