



## **Environmental Services Manager**

### **Reports to: General Manager**

#### **Qualifications:**

1. Industrial experience in interior and exterior maintenance, including painting, drywall repair, caulking, light plumbing, light electrical, moving furniture items, steam cleaning, landscaping and other general property maintenance and repairs.
2. Able to perform physical work
3. Make assessments as to the validity of requests for repairs or alterations and determine the urgency to have the work done in an appropriate and cost effective manner.
4. Be able to decide how best to carry out the repairs or alterations, consulting as necessary with senior staff, and / or outside repair companies.
5. Excellent command of the English language, both written and oral.
6. Be able to communicate effectively with residents and staff.
7. Be able to follow through on a job from start to finish, troubleshoot, prioritize and work both independently and as part of a team.
8. Creative and highly motivated with a “get it done” attitude.
9. Previous experience working with seniors, preferably in a retirement residence or long term care setting is an asset.
10. Willingness to keep up-to-date on various legislation and laws regarding health and safety and participate in Health & Safety Committee.

11. Acceptable Criminal Record Check / Vulnerable Persons Sector Screen (dated within 10 months prior to employment start date).
12. Provide clear TB skin test results (dated within 14 days prior to start of employment).

**Duties:**

1. General inspection, maintenance, upkeep and repairs to building, equipment and furnishings.
2. Inspect and maintain the effectiveness of mechanical, electrical, fire detection and safety systems and making or arranging for any necessary minor adjustments as needed and/or instructed.
3. Routine inspections and maintenance of grounds, emergency exits, sidewalks and parking lots, including snow / ice removal from all exits, and resident vehicles if needed.
4. Active participation in Joint Health & Safety Committee.
5. Liaise with and supervise outside contractors, service companies and providers and co-ordinate multiple quotes for comparison.
6. General decorating, including surface repairs, painting, wallpapering, and moving furnishings.
7. Maintain the premises, inside and out, in a neat and tidy fashion.
8. Maintain a high level of safety and security for residents, staff, visitors and guests.
9. Follow preventive maintenance programs for all building systems and equipment.
10. Perform all weekly, monthly, seasonal and yearly inspections, complete inspection reports and make or arrange for any necessary repairs or adjustments.
11. Ensure an adequate inventory of maintenance supplies for day-to-day use and submit orders to management for approval in a timely manner.
12. Ensuring that the MSDS binders are up-to-date.

13. To work in compliance with the Occupational Health and Safety Act by using or wearing appropriate safety and protective equipment, reporting any missing or defective safety or protective equipment or persons not complying with safety policies.
14. Carpet cleaning, cleaning common areas and stairwells and hard to reach places.
15. Assist with resident move ins and outs.
16. Assisting other departments as able with cleaning, organization, special events, etc.
17. Assist with resident care and satisfaction as able and where necessary within the residence.
18. Establish, implement, revise and enforce Environmental Services policies and procedures.
19. Plan, organize, direct and supervise the activities of the Environmental Services department to ensure the provision of high quality service.
20. Hire, schedule, train and evaluate all Environmental Services employees including housekeepers, laundry workers and maintenance workers. Discipline, retrain or terminate employees as needed.
21. Coordinate, lead and participate in required Fire Safety training, drills and evacuations.