



POSITION DESCRIPTION

POSITION TITLE: MANAGER, FACILITIES MANAGEMENT

DEPARTMENT: FACILITIES MANAGEMENT

CLASSIFICATION:

UNION: OUT OF SCOPE

REPORTING RELATIONSHIPS

POSITION REPORTS TO: REGIONAL DIRECTOR, CAPITAL PLANNING AND FACILITY MANAGEMENT

POSITIONS SUPERVISED: MAINTENANCE AND MAINTENANCE TRADES

POSITION SUMMARY

Reporting to the Regional Director, Capital Planning & Facilities Management, the Manager Facilities Management is responsible for the planning, management, and day-to-day operations of the physical plant, plant maintenance and facilities grounds of the Interlake-Eastern Regional Health Authority. The Manager Facilities Management implements an effective preventative maintenance program for all systems and equipment at each site. In addition, the Manager Facilities Management supervises maintenance employees, assists in the development of the department operating budget, manages the facilities service contracts, coordinates capital projects, safety & security, property management, asset management, and energy management. The position of Manager, Facilities Management functions in accordance with the Interlake-Eastern Regional Health Authority's mission, goals, objectives, policies and procedures, and any applicable legislation.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Ensures that ongoing maintenance and preventative maintenance expectations/requirements are met or exceeded.
- Ensures that plant operations are run in an efficient and effective manner.
- Ensures all routines, procedures and programs are implemented and maintained uniformly in IERHA facilities.
- Understands building leasing and adherence to requirements.

- Maintains computerized maintenance work order management system.
- Develops and implements energy management system.
- Maintains effective working relationships with the IERHA's department heads/program managers, employees, and suppliers to ensure quality patient and resident care.
- Develops and maintains policy and procedures related to maintenance department.
- Responsible for the development, compliance and monitoring of the IERHA's policies, procedures, objectives, and standards for quality improvement and safety for areas of responsibility including compliance with applicable legislation and regulations including PCH standards.
- Submits annual budget and maintains budgetary control. Monitors and controls expenses within the maintenance department.
- Analyzes financial trends. Formulates an action plan to effectively correct deviation from budget.
- Recommends capital equipment to maximize productivity and financial returns.
- Provides input into the development of the strategic plan and standards.
- Organizes and updates operating manuals as necessary (e.g. operating and maintenance manuals).
- Ensures all required inspections are performed and documentation is on file.
- Participates in or delegates product equipment evaluation and monitors products.
- Assists in the effective and efficient management of human resources including coaching and mentorship of staff and promoting a culture of respect.
- Consults with the Manager, Human Resources and the Regional Director, Capital Planning & Facilities Management as required, to ensure consistent processes for recruitment, selection, supervision, evaluation, retention, and discipline of staff.
- Assists in the administration of the collective agreement pertaining to maintenance staff.
- May be required to participate on regional and provincial committees.
- Leads or assists in property management/space allocation, asset management & tracking, and project management e.g. major capital and safety & security projects, maintenance & renovations projects.
- Energy management within all facilities and initiates power smart incentives.
- Obtains and maintains all facilities/maintenance documentation.
- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines.
- Obeys all safety and health rules and follows recommended Safe Work Procedures.
- Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS).
- Uses personal protective equipment as required.
- Demonstrates understanding of the role and responsibilities in fire prevention and disaster preparedness and participates in safety and health programs including the IERHA's Disaster and Evacuation Plan.
- Responsible for the IERHA's Fire Plan.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS**EDUCATION/CERTIFICATION:**

- Grade 12
- Journeyman trade certification or equivalent in a building operations related field would be an asset.

REQUIRED KNOWLEDGE:

- Demonstrated management, communication, organizational and analytical skills.
- Previous experience in a computerized environment required.

EXPERIENCE REQUIRED:

- Minimum 3 - 5 years of experience in property or engineering management in a healthcare environment required; or a suitable combination of education and experience may be considered.

SKILLS/COMPETENCIES:

- Demonstrated proficiency in Microsoft Office required.
 - Ability to read and interpret financial statements and maintain budget control.
 - Ability to read and understand construction drawings, blueprints and specifications.
 - Proficiency in management systems and tools for scheduling, budgeting and communications.
 - Knowledge working with Infection Prevention and Control in a health care setting is an asset.
 - Excellent problem-solving and decision making skills.
 - Self-motivated, proactive and ability to multi-task.
 - Good communications and interpersonal skills required.
 - Ability to build and maintain positive working relationships and to work in a multi-disciplinary team based working environment.
 - Ability to respond effectively to changing demands.
 - Good physical and mental health to meet the demands of the job.
 - Valid Manitoba Class 5 drivers license.
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Will be required to travel throughout the region as duties may require.

- Work will require working in health care facilities.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility’s Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services.

Created: February 15, 2013
Date

Revised: November, 2021
Date

Approved by: _____
Regional Director / Supervisor Date

Approved by: _____
Regional Lead / CEO Date

Reviewed by: _____
Regional Lead, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.