



POSITION DESCRIPTION

POSITION TITLE:	DIRECTOR FACILITIES MANAGEMENT CAPITAL PLANNING
DEPARTMENT:	CORPORATE SERVICES
CLASSIFICATION:	DIRECTOR
UNION:	OUT OF SCOPE

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	REGIONAL LEAD OF CORPORATE SERVICES AND CHIEF FINANCIAL OFFICER
POSITIONS SUPERVISED:	REGIONAL MANAGER, CAPITAL PLANNING & FACILITIES MANAGEMENT; MANAGER, FACILITIES MANAGEMENT (2); PROJECT MANAGER, CAPITAL PLANNING (2); ADMINISTRATIVE COORDINATOR

POSITION SUMMARY

The Director Facilities Management Capital Planning is a member of the Corporate Services team and is responsible for facility management and capital planning of all owned, leased and operated facilities of the region. Primary responsibilities relate to major construction project management, departmental management, human resource management, fiscal management, policy development, program planning, quality management, equipment/supplies/space management, in-service education, professional development, environmental management, committee participation and communication. The position of Director Facilities Management Capital Planning functions in a manner consistent with, and supports the mission, vision and values of the Interlake – Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

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

Consistent with the mission and strategic plan of Interlake- Eastern Regional Health Authority, the incumbent shall be responsible for:

1. Departmental Management

Physical Plant

- Provide safe and efficient physical plant operation and maintenance.
- Plan, coordinate and supervise the work of outside contractors within the facility.
- Assign and coordinate the functions of the physical plant and maintenance staff.
- Establish and review fire emergency plans in accordance with Manitoba policy and fire codes.
- Conducts in-service education on Fire Procedure and Work Place Hazardous Materials Information Systems.
- Ensure performance of projects within relevant codes and standards of acceptance.
- Develop preventative maintenance programs, review and development of energy conservation initiatives.
- Coordinate and supervise preventative procedures for maintenance.
- Provides reports, justifications, and incident reports as required.
- Attend management and committee meetings as required.
- Liaison with Work Place Health and Safety and Occupational Health and Safety for implementation of Programs and initiatives within the department

Human Resources

- Ensures the availability of competent and proficient staff necessary to provide and support the highest quality of work possible within existing resources
- Supervises, directly or indirectly, physical plant and maintenance workers in the department
- Interprets and applies regional policies and Collective Agreements
- Provides leadership to create an environment conducive to effective working relationships
- In consultation with the Regional Lead of Corporate Services and Chief and Chief Financial Officer, hires and selects staff, including responsibility for interviewing applicants and selecting the successful candidate and has authority to promote/select for internal positions.
- In consultation with the Regional Lead of Corporate Services and Chief and Chief Financial Officer, may determine initial salary placement and/or allowances consistent with Collective Agreements and regional policy
- Establishes standards for employee performance, and monitors performance, including conducting performance reviews of physical plant/maintenance workers and is responsible for follow up thereafter
- Evaluate staff functioning in emergency situations, makes recommendations and follow up plans for education or practice needs
- Identify skill levels and knowledge requirements for staff in physical plant department
- Develops training/education plans to address deficiencies and development issues
- Schedules staff consistent with operational needs and collective agreement requirements
- Has authority to grant leaves of absence, schedule vacations, authorize overtime, etc.

Fiscal Management

- Allocates human, financial, space resources to meet the needs of the department(s).
- Prepares the annual operating and capital budgets
- Monitors the approved annual budgets on a regular basis and takes corrective actions as necessary
- With the assistance of staff, identifies areas of unnecessary expenditure and supplies and service and devise and implements methods to reduce and/or reduce same
- Reviews the monthly financial reports.
- Investigates discrepancies and take corrective actions as necessary.
- Prepares variance analysis.
- Approves expenditures for the department(s).
- Orders equipment and supplies within allocated resources.
- Ensures appropriate security and use of supplies.
- Maintains day to day records as necessary for scheduling payroll.
- Maintains accurate workload measurement data.

Capital Project Management

- Facilitate and support proposal development.
- Design and lead tender and bidding process.
- Facilitate and support annual health plan priorities for major capital and safety and security project.
- Plan, deliver and monitor the annual safety and security project portfolio.
- Ensure appropriate project management support and resources for all facility major capital and safety and security projects.

Policy Development and Professional Standards

- Identifies and participates in the development and revision of regional, program and departmental policies and procedures.
- Identifies the need for revision to regional programs and departmental policies and procedures and participates in the review and revision of same.
- Implements policy directives and establishes and evaluates feedback mechanisms.
- Ensures adherence to all regional, program and departmental policies and procedures and monitors same.
- Participates in the development and revision of human resource policies.

Program Planning

- Establish program goals and set priorities.
- Develops, plans, implements and evaluates new and innovative programs.
- Coordinates the day to day planning and carrying out of programs.
- Ensures program adheres to regional policies/guidelines.
- Participates in delivering Educational Sessions to staff as required.

- Forecasts future activities and formulates plans to ensure capabilities meet/exceed the needs.

Quality Management

- In collaboration with the Regional Lead of Corporate Services and Chief and Chief Financial Officer, develops, organizes, implements and evaluates a continuous improvement/risk management/utilization review program, including the establishment of objectives and criteria for the department, participation in the process review, development of procedures, documentation of activities indicating corrective actions taken, ensuring participation of all staff, presenting reports on finding, monitors, evaluates and improves productivity and outcome measurement tools.

Equipment / Supplies / Space Management

- Ensures that there is sufficient equipment for the physical plant department(s) and makes recommendations for/or purchase new and/or replacement equipment as per policy guidelines.
- Orders equipment and supplies within allocated resources.
- Participates and/or supervises capital construction/renovations.
- Participates in the planning of construction/renovations.
- Prepares and presents Acquisition Proposals.
- Ensures appropriate security and use of supplies.

2. Education and Research

In-service

- Serves as a resource to staff and other health care professionals.

Education

- Collaborates with in-service education staff to identify, plan and facilitate implementation and evaluate orientation and staff development programs.
- In collaboration with the Regional Lead of Corporate Services and Chief and Chief Financial Officer, participates in promoting the goals/objectives of educational programs established by the region.

Professional Development

- Maintains and updates professional skills, certification, management skills and knowledge based through continuing education program, literature reviews, publications and presentations.
- Maintains knowledge of new developments in departmental areas through journal reviews, interest groups, lectures, committee work.

3. Other

Environmental Management

- Performs in a manner that minimizes risk and exposure to personal and/or corporate liability.
- Refers repairs of equipment and physical facilities, to the appropriate trades or qualified establishments.
- Responsible for safe work practices in the department.
- Cooperates with the Workplace Health and Safety Committee.
- Responsible for environmental safety.
- Ensures that staff are knowledgeable regarding proper use, storage and handling of equipment and hazardous materials and remain current with regard to WHMIS requirements.
- Ensures that all staff comply with the policies and procedures regarding waste handling, and equipment disposal.

Committee Participation

- Represents the Department(s) on specific committees, task forces and/or working groups as assigned by the Regional Lead of Corporate Services and Chief and Chief Financial Officer.
- Encourages staff to participate on various committees as requested.
- Chairs and participates on appropriate committees as requested.
- Conducts regular staff meetings.

Communications

- Communicates with department staff, both individually and as a group to promote efficient functioning and high morale.
- Close interaction and communication with the Regional Lead of Corporate Services and Chief and Chief Financial Officer in apprising him/her of any problems, situations and/or differences.
- Communicates with other managers to achieve sufficient functioning of the facility.
- Communicates and maintains functional relationships with the appropriate managers to promote efficient inter-program and inter-regional functioning.
- Communicates with outside agencies to ensure continuity of services.

OTHER

- 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.
 - Performs other duties as assigned.
-

QUALIFICATIONS

EDUCATION/ CERTIFICATION:

- Post-Secondary Degree in construction management, engineering or related field from an accredited education institute.
- Additional education in facilities management, education in project management, organizational change management and cultural awareness.
- Journeyman status with Red Seal Designation is an asset.
- An equivalent combination of education and experience may be considered.
- Active member in good standing of an associated regulatory body as appropriate.

REQUIRED KNOWLEDGE:

- Knowledge of Major Capital Project Management.
- Knowledge of Safety and Security Capital Projects implementation.
- Knowledge and experience developing and monitoring hospital policy and procedures.
- Knowledge of provincial codes including the Power Engineer's Act, the Manitoba Building Code, Manitoba Fire Code, Manitoba Electrical Code, NFPA Code, ASME Code and related CSA Codes including Z-8000 (Canadian Health Care Facilities).
- Knowledge of CSA-Z317 (Infection Control Guidelines).
- Knowledge of the principles of quality and risk management.

EXPERIENCE REQUIRED:

- Minimum five (5) years' related experience in a health care environment.
- Minimum five (5) years' supervisory experience.
- Experience in employee and labour relations.

SKILLS/COMPETENCIES:

- Demonstrated managerial ability.
- Demonstrated communication abilities, both written and oral.
- Demonstrated ability to analyze complex situations and environments and produce innovative solutions.
- Good physical and mental health to meet the demands of the position.
- Ability to maintain positive working relationships with staff.
- Valid Manitoba 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.

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.
- No hazardous or significantly unpleasant conditions.

- 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. Patient safety is a standing item for all individual and departmental meetings.

Created: _____
Date

Revised: _____
June 2021
Date

Approved by: _____
Regional Manager/Supervisor _____
Date

Approved by: _____
Regional Lead/CEO _____
Date

Reviewed by: _____
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 position 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.