

Job Posting: Manager, Environmental Services**Location: Bergen Gardens - 1475 Molson St. Winnipeg, MB****About Concordia Wellness Projects:**

Concordia Wellness Projects Inc. (CWPI) was founded in 2004 as a non-profit, registered charitable organization located on The Concordia Campus. CWPI oversees Concordia Village, which is dedicated to the wellness of seniors in the community, providing assisted living services in 660 suites across multiple campus buildings. CWPI also owns and operates the Concordia Hip & Knee Institute building and has partnered with Manitoba Housing and Eden Health Care Services in their management of Concordia Village 4.

Position Summary:

The Manager, Environmental Services is responsible for the overall leadership, coordination, and effective operation of Maintenance, Housekeeping, Laundry, Grounds, and Security services within Bergen Gardens.

Reporting directly to the Executive Director, the Manager provides leadership to ensure the facility, buildings, grounds, equipment, and environmental services are maintained in a safe, secure, clean, functional, and resident-focused environment.

The Manager is responsible for preventive and corrective maintenance, facility inspections, capital and renovation projects, contractor and vendor management, departmental budgets, regulatory compliance, emergency preparedness, staff supervision and development, and continuous quality improvement.

The Manager works collaboratively with the Executive Director, residents, staff, contractors, suppliers, regulatory authorities, and other stakeholders to ensure the effective operation and ongoing improvement of the facility.

Qualifications:**Education:**

- High School Graduate
- Facilities Management Administrator (FMA), Real Property Administrator (RPA), or equivalent designation preferred.
- Related management, facilities management, building systems, or project management courses.
- Additional training or certification in occupational health and safety, fire/life safety, building systems, infection prevention and control, or facilities management is considered an asset.
- WHMIS and application workplace health and safety training

Experience:

- Minimum three years' experience in building/facilities management with demonstrated supervisory and administrative responsibility.
- Demonstrated experience managing renovation, construction, or facility improvement projects.
- Experience managing contractors, suppliers, service agreements, and external trades.
- Experience developing and monitoring operating and capital budgets.
- Knowledge of HVAC, electrical, mechanical, plumbing, carpentry, grounds maintenance, building systems, and security.
- Knowledge of Housekeeping and Laundry practices.
- Knowledge and experience with preventive and corrective maintenance programs.
- Computer proficiency, including Microsoft Office and computerized maintenance management/work-order systems (CMMS).
- Knowledge of applicable workplace safety, fire/life safety, building, equipment, and environmental regulations.
- Demonstrated ability to effectively supervise, coach, mentor, motivate, and evaluate staff.
- Demonstrated ability to prioritize competing demands and work independently.
- Demonstrated ability to respond effectively to emergency situations.
- Strong organizational, communication, interpersonal, problem-solving, and decision-making skills.
- Frequently required to stand, walk, lift and use hands.

Key Accountabilities and Responsibilities

Environmental Services and Facility Operations:

- Provide leadership and direction for Maintenance, Housekeeping, Laundry, Grounds, and Security services.
- Administer and direct programs to maintain buildings, grounds, equipment, furnishings, and facility infrastructure.
- Analyze maintenance requirements, costs, work schedules, and priorities to ensure timely completion of work.
- Respond to resident concerns and service requests in a timely, respectful, and professional manner.
- Coordinate planned maintenance, repairs, shutdowns, and service interruptions to minimize disruption to residents and operations.
- Manage resident appliances and related maintenance requirements.
- Coordinate and monitor parking lot and grounds management.
- Identify opportunities to improve facility operations, energy efficiency, equipment performance, and environmental sustainability.
- Plan, coordinate, and oversee renovation, construction, repair, and facility improvement projects.
- Maintain effective communication with residents, families, staff, contractors, suppliers, regulatory authorities, and other stakeholders.
- Prepare, monitor, and manage Environmental Services operating and capital budgets.

- Monitor expenditures, identify budget variances, and implement appropriate corrective action.
- Recommend capital expenditures based on facility condition, risk, lifecycle requirements, operational needs, and available resources.
- Available to respond to emergencies after-hours.
- Other duties as assigned.

Safety, Fire/Life Safety, Security and Emergency Preparedness:

- Direct facility safety, fire/life safety, security, emergency preparedness, and disaster planning programs.
- Ensure health and safety requirements are implemented and maintained throughout Environmental Services including safe handling and use of chemicals.
- Chair the Workplace Safety and Health Committee.
- Support infection prevention and control programs as they relate to facility operations, housekeeping, laundry, maintenance, and environmental services.
- Direct security functions, including security procedures, investigations, surveillance, access control, and patrols, as applicable.
- Coordinate emergency response to building, equipment, utility, fire, security, environmental, and other facility emergencies.

Leadership:

- Supervise the Maintenance Coordinator, Caretaker, Housekeeping, Laundry, and other assigned Environmental Services staff.
- Establish staffing requirements, schedules, work assignments, and priorities.
- Provide orientation, training, coaching, mentoring, and ongoing support to staff.
- Conduct employee performance reviews and manage performance in accordance with organizational policies.
- Promote teamwork, accountability, respect, professionalism, safety, and resident-focused service.
- Demonstrate a commitment to ongoing personal and professional development.
- Maintain technical competence and knowledge of current developments, technologies, equipment, regulations, and best practices within facilities and environmental services.

To apply:

All interested applicants may send a cover letter and resume,
Attn: Kim McMillan to hr@concordiavillage.ca