

## **Job Posting – Housing and Environmental Services Manager**

### **Organization Background:**

The St. Clair O'Connor Community Inc. is a well established multigenerational community in East York with independent apartments, assisted living, town houses and long term care.

### **Position Overview:**

Reporting to the Chief Executive Officer, the Housing and Environmental Services Manager will be accountable for the overall management of the building systems and maintenance departments as well as overseeing the property rental aspect of our community. Candidate must have knowledge of the Fixing the Long Term Care Homes Act, Fire Code and Landlord Tenant Act.

### **Major Responsibilities:**

- Plan, coordinate, direct and monitor the effectiveness of all operational activities within the Building Services and Maintenance Department.
- Ensure proper mechanical maintenance of equipment and repairs to plumbing and electrical systems.
- Develop, maintain, review and update all policies and procedures consistent with Ministry policies, directives and applicable codes for the management of all programs and services within the Building Services and Maintenance area.
- Develop an annual maintenance operating budget and capital replacement plan in concert with the Chief Executive Officer.
- Develop and monitor a Continuous Quality Improvement (CQI) program for the Building Services and Maintenance Department.
- Identify department learning needs and make provisions for appropriate education and continuing staff development.
- Responsible for monthly fire drills and running of all codes.
- Work as part of a team to deliver optimal care and service to those we serve.
- Must be a strategic thinker to help navigate the next several years as St. Clair O'Connor expands their service and building.
- Experience dealing with a unionized workplace is an asset.

### **Education & Qualifications:**

- Community College diploma in building maintenance preferred
- Current license in one or more of the following trades: carpentry, electrician, plumber, refrigeration, electronic controls, or building safety systems
- Minimum 3 years management experience in Long Term Care preferred
- Computer skills including Excel, Word, Outlook
- Knowledge of HVAC equipment, electrical and plumbing systems, fire alarm and sprinkler systems, emergency generator operations, etc.
- Demonstrated knowledge of budgeting practices and expenditures control
- Good spoken and written English communication skills

**Compensation:** Salary \$75,000 - \$84,000

**Deadline:** June 17, 2024

**To Apply:** Please submit a resume with cover letter to  
Catherine Schalk  
Email: c.schalk@scoc.ca