

Lambton County

Caring, Growing, Innovative

Environmental Services Supervisor



Job Number:	J0117-0194
Job Title:	Environmental Services Supervisor
Position Status:	Temporary Full Time
Union:	Non-Union
Division:	Long-Term Care
Facility:	Lambton Meadowview Villa
City:	Petrolia, Ontario, Canada
Number of Positions:	1
Hours of Work:	Monday to Friday, 8:30am - 4:30pm
Wage Rate:	\$36.21 - \$43.11/Hour
Date Posted:	June 19, 2017
Closing Date:	July 3, 2017
Starting Date:	July 24, 2017

The County of Lambton is an urban-rural area in southwestern Ontario that is home to over 126,000 residents. The Corporation's seven divisions operate programs and services for the residents of Lambton County such as land ambulance, provincial offences court, three Long-Term Care Homes, 26 library branches, two museums, an art gallery, archives, local roadways, public health services, housing services, social services, building services and planning and development services. Lambton County is a community dedicated to economic growth, environmental stewardship and an enhanced quality of life through the provision of responsive and efficient services and collaborative efforts with its municipal and community partners.

POSITION OVERVIEW

The Environmental Service Supervisor is responsible for maintaining a safe, clean, comfortable environment in a long term care home. The Supervisor develops co-ordinates and evaluates all Environmental services to ensure that all standards, as set by the Ministry of Health, Public Health, and all other agencies and regulatory agencies, are being met.

DUTIES AND RESPONSIBILITIES

Supervisory Management:

- Monitor housekeeping, maintenance, and laundry staff. Instruct staff in safe use of equipment and work practices, audit regularly. Deal with staff issues, performance, workplace safety, modified work programs, as well as family issues & resident concerns. Provide input for collective agreement
- Develop annual goals and objectives for the Environmental Services departments that are obtainable, meaningful, measurable and relevant to the Home
- Implement and communicate all policies and procedures to staff; review and make recommendations for revisions as required
- In conjunction with senior management participate in the recruitment, selection, orientation, training and discipline of staff. Handle, as required, staff complaints, grievances and other labour disputes as they occur. Undertake annual performance appraisal reviews of assigned staff
- Develop a yearly education and orientation training calendar that is relevant to the needs of Environmental Services staff and includes all mandatory subjects

Financial Accountability:

- Control of purchasing and expenditures in the environmental department. Follow purchasing guidelines. Recommend the operating budget for the individual departments to the Resident Manager. Monitor the departments' budgets, reporting all variances to the Resident Manager on a monthly basis. Review and analyze all variances, and suggest corrective action to be taken to achieve budget targets

Administrative and Maintenance Duties:

- Maintain records for: staff, equipment, buildings, MSDS, suppliers, contractors and service providers. Audit, inspect, and review to assure departments are in compliance with appropriate standards and regulations. Perform daily, monthly, yearly, P.M. programs. Participate in all committees, boards and councils
- Resolve building and equipment problems. Make recommendations re repairs and maintenance. Assure building and safety standards are met. Provide Pressure vessel inspections, make sure all equipment is to standard and serviced by qualified personnel
- Co-ordinate ongoing quality improvement and risk management activities through the monitoring and evaluation of all Environmental services provided, to ensure these services are meeting the identified needs and achieving the desired outcomes
- Co-ordinate both internal and external building and grounds maintenance, snow removal, equipment contracts, emergency access, garbage collection
- Maintain the operation of a computerized preventative maintenance program
- Ensure that the all staff members are aware of residents' needs, residents' rights, and the Homes' policy on resident abuse
- Ensure all staff keep and maintain updated records on services provided such as daily cleaning of residents' rooms and preventative maintenance on equipment
- Ensure the Home is compliant with the Fire Code, Building Code, Electrical Code, Facility Emergency Measures and Policies and Procedures
- Interact with other community agencies such as the Fire Department, Emergency Planning Committees, Public Health, and other peer group meetings
- Comply with all regulations under the Ministry of Health's Long-Term Care Facilities Program Manual, Occupational Health and Safety Act, the Fire Code, and Ministry of Labour Technical Safety Standards Act

General:

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by the incumbent in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

Supervision Requirements

Direct Supervision: Direct supervision of Housekeeping Aides, Laundry Aides, and Maintenance Staff)

Indirect Supervision: Not applicable

Functional Authority: Not applicable

QUALIFICATIONS

Minimum Formal Education:

- College diploma or University degree or equivalent in Environmental Services or related field of study
- Certificate in Housekeeping, Laundry and Maintenance

Experience:

- Demonstrated leadership and organizational skills
- Excellent verbal and written communication skills
- Excellent budgeting/financial skills
- 3-5 years experience in a supervisory position
- Experience in working in a long-term care environment
- Strong mechanical background

A working knowledge of:

- Fire Code
- Building Code
- Occupational Health and Safety Act
- Technical Safety Standards
- WHMIS
- Quality Assurance and Risk Management concepts/programs
- Emergency Preparedness
- Institutional/Commercial Housekeeping Standards and Procedures
- Institutional/Commercial Laundry Standards and Procedures
- Computerized Preventative Maintenance Programs

A valid Ontario driver's license and use of a vehicle.

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