



Support Services Manager Permanent Full Time

Reporting to the CEO, the **Support Services Manager** is responsible for the day-to-day management and supervision of all operational and maintenance requirements of the hospital facilities and grounds. This includes the direct supervision and scheduling of staff, along with coordinating contracted service representatives and managing projects.

In conjunction with the Support Services Supervisor, the position also manages the delivery and development of the hospital food services and housekeeping program.

The Support Services Manager ensures adherence to hospital policies and procedures, regulatory and legislated codes and standards for operational and preventative maintenance schedules, systems inspections, work schedules for special projects, coordination of the internal disaster plan, and ensures that work is carried out in a safe, effective and timely manner.

Qualifications:

- Certified trade (e.g. Stationary Engineer, Plumber, Electrician), or Certified Building Environmental Systems Class 1, or Technician / Technologist Diploma in a relevant field is an asset
- Current Certificate in Infection and Prevention Control, Environmental Waste Management, Ontario Healthcare Housekeepers Association and/or Occupational Health and Safety (OH&S) is an asset
- Experience directly supervising staff, preferably in a unionized workplace
- Experience with project management in a construction environment
- Healthcare experience preferred
- Demonstrated knowledge, skills and experience regarding operational and maintenance requirements for equipment and systems for the physical facilities, grounds and ancillary operations, preferably gained from working in a hospital
- Strong organizational skills, with demonstrated ability to multi task within a fast- paced, high volume, results-oriented environment
- Excellent interpersonal and communication skills
- Bilingualism in both official languages is an asset
- Knowledge and understanding of the Indigenous cultures/languages is an asset

Equivalencies that consist of an acceptable combination of education and experience may be considered.

If you are interested in this challenging opportunity, please submit your application and resume in confidence, by **16:00 on Sunday May 8, 2022**, via email, to:

hr@geraldtondh.com

Geraldton District Hospital is committed to workplace diversity and provides accommodations to applicants with disabilities throughout the hiring process.