REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

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| **Bulletin No: 21-016** | **Department:**  Rehabilitation Therapy | **Posting Date:**  March 3, 2021 |
| **Position:**  SSCY Centre Facility Manager | **Reports to:**  Executive Director | **Start Date:**  April 6, 2021 |
| **Job Type:**  **Non-Union** | **Employee Group:**  Out of Scope | **EFT:**  1.0 Permanent |

# Main Functions:

# Reporting to the Executive Director of the Rehabilitation Centre for Children, the SSCY Centre Facility Manager (in conjunction with the SSCY Centre Landlord and WRHA where applicable) is responsible for the management of functions relating to the maintenance, repair and operation of the physical infrastructure and grounds of the SSCY Centre.

The SSCY Centre Facility Manager is responsible for the management of SSCY Centre facility support staff (Housekeeping and Shipping/Receiving) including hiring, work allocation, day to day supervision and performance management.

The SSCY Centre Facility Manager in conjunction with the SSCY Centre Landlord and WRHA where applicable liaises with and supervises contract trades such as (but not limited to): Electricians, plumbers, fitters, power engineers, electronic technicians, carpenters industrial mechanics, painters maintenance and trade helpers.

Performs all duties in accordance with established health and safety legislation/guidelines, policies and procedures. Works to enable facility management related work performed at the sites to meet or exceed Workplace Safety and Health requirements.

Active member, chair or co-chair of facility management committees including Fire Safety, emergency planning, health and safety and quality improvement and site management for SSCY Centre and RCC.

This position is a member of the Centre’s Management Team and as such has the responsibility for problem solving organizational issues in conjunction with Management Team members. Clear and professional communication of decisions, policies and outcomes being implemented is required. Identification of any issue, concerns or difficulties which are factors in the overall management of the Centre to the Executive Director is an essential responsibility.

# EDUCATION

* B.Sc. Mechanical or Electrical Engineering (preferred)
* Degree/diploma/certificate in a trade or related field
* Facility Management Certificate or equivalent

**EXPERIENCE**

* Experience in planning, maintenance, directing, controlling all aspects of facility management, including mechanical, electrical, architectural, fire and life safety of a large facility, preferably healthcare.
* Experience in the operation of a heating system for a healthcare facility.
* Experience in the supervision of staff in a union environment.
* Experience in controlling and directly all aspects of a Preventative Maintenance Program.
* Knowledge of Management principles and theories
* Proficient in computer skills, Microsoft Office & Ability to learn new applications
* Knowledge of Provincial legislation with Workplace Safety and Health as it pertains to maintenance and housekeeping

**Hours of Work:** Monday to Friday 7.5 hours per day

**Salary:** Salary commensurate with experience. HEPP/HEBB pension and benefit plan

We thank all applicants that apply but only those candidates selected for an interview will be contacted.

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| **Apply in Writing to:**  Kizzy Phillips, HR Specialist  1155 Notre Dame Ave  Winnipeg, MB R3E 3G1  Email:kizzyp@rccinc.ca | **Closing Date:**  March 17, 2021 |