



Winchester  
District  
Memorial  
Hospital



**Winchester District Memorial Hospital (WDMH)** is a recognized leader in providing high-quality health care, with a “one team” approach for achieving compassionate excellence. We value respect, accountability, innovation and learning and pursue excellence in all we do.

**Dundas Manor** is Winchester’s only long-term care home, and is comprised of a team of highly motivated, compassionate and creative caregivers. Our commitment is:

- We enrich the lives of our residents by nourishing mind, body, heart and soul.
- We value respect and dignity, and inspire happiness and joy.
- We are one family.
- We will be the trusted home-of-choice by exceeding expectations and pursuing excellence in all we do.

***WDMH and Dundas Manor are jointly recruiting for the following Full time employment opportunity within our Leadership Team – (Note: this is a shared position between the two facilities):***

## Corporate Manager – Building and Support Services

This challenging and dynamic position will report directly to the Senior Vice President of Corporate Services.

The ideal candidate will have a University Degree in Building Management, (or a related field of study), complimented by a minimum of five years’ experience in a Leadership role, (preferably in a Hospital or Health Care Facility setting). The position will be of particular interest to those experienced in overseeing Hospital or Nursing Home support services including Housekeeping, Food Services, and Building/Plant Maintenance. Must have demonstrated working knowledge of all relevant hospital and nursing home standards, regulations and codes. Proven ability to maintain a high level of quality standards ensuring a safe and sanitary environment for patients and clinical services is mandatory.

Candidates should be proficient in project management skills with a proven ability to plan, organize, execute and control the work activities of a large number of staff or contract personnel working in several different locations associated with WDMH and Dundas Manor.

The successful candidate should be well versed in all facets of the human management of personnel working in occupations requiring a high level of productivity including recruitment, training, education, development and ongoing evaluation.

The successful candidate will become part of a dynamic Leadership Team, and will be fiscally responsible for departmental budgets and variances associated with the areas of their responsibility, as well as procuring equipment and products conducive to their areas of management.

***To pursue this opportunity, interested candidates are asked to please forward your resume by email to: [bfancey@wdmh.on.ca](mailto:bfancey@wdmh.on.ca)***

**We thank all applicants, however, only those selected for an interview will be contacted.**



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## VACANCY POSTING

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<b>Vacancy:</b>	Corporate Manager, Building Services
<b>Description of Position:</b>	Permanent, Full time
<b>Number of Vacancies:</b>	1 Position
<b>Unit:</b>	Building Services
<b>Re-post Date:</b>	January 7, 2022
<b>Closing Date &amp; Time:</b>	January 15, 2022 at 1700 hours
<b>Reference Number:</b>	#22-012 FT CORP MGR BUILD SERV

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## ROLES AND RESPONSIBILITIES

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### PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centrepiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

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### SUMMARY OF POSITION:

Reporting directly to the Senior Vice-President – Corporate Services, the Corporate Manager – Building Services is responsible for planning, organizing, executing and controlling work activities of Building Services personnel. Ensures compliance with standards regulations and codes associated with Housekeeping, Maintenance, Plant Operations, and Food Services. Fiscally responsible for departmental budgets and variances associated with the areas of their responsibility, as well as procuring equipment and products conducive to their areas of management.

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## **NATURE AND SCOPE OF WORK**

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### **OPERATIONAL RESPONSIBILITIES**

- Responsible for the development, implementation, and publication of Quality Assurance Program requirements as they related to building services
- Responsible for assisting in design, renovation, and maintenance of hospital property to ensure and aesthetically pleasing, efficient and safe environment
- Recommend new procedures, products, and equipment for better efficiency, cost, and quality
- Develop and maintain quality equipment preventative maintenance, food safety and inventory control programs
- Develop systems and procedures for planning the functioning of building services areas of responsibility
- Inspect and survey hospital and departmental facilities and equipment for compliance with organizational and departmental standards, regulations and codes
- Monitor and maintain records for pest control, staff wearing apparel and linen control programs
- Maintain the highest possible quality standards to ensure a clean, attractive and safe environment
- Monitor quality control and inspection reports
- Monitor daily operation or power plant services; verify daily log and follow up for corrective action
- Maintain departmental records for:
  - Personnel – work hours, vacation, holidays
  - Equipment – acquisition, cost, maintenance, disposal
  - Supplies – cost and usage
  - Inventory – according to hospital policy
  - Contracts – work done by outside firms, such as carpet cleaning, pest control, snow removal
  - Fire Safety – training, protection and prevention requirements
  - Special Assignments – projects and emergency
- Responsible for attending meetings to receive and disseminate hospital information and direction
- Schedule departmental meetings to ensure hospital employees receive information in a timely fashion
- Plan and forecast the needs of the department
- Effectively communicate within the department and with other departments
- Responsible for assuring that each patient, visitor, and employee is treated with compassion and courtesy
- Participate on Hospital and External committees as directed
- Member of the Manager-On-Call group and Leadership Team
- Other duties as requested

### **FINANCIAL RESPONSIBILITIES**

- Responsible for providing written reports (e.g. impact or cost/benefit analysis) as requested by senior management to describe or otherwise provide information related to the activities of the department
- Monitor and control cost and usage of labour hours and supplies
- Responsible for departmental fiscal actions and the efficient and effective use of hospital resources:
  - Preparation and monitoring of annual department budgets addressing capital equipment, personnel, supplies, and other departmental costs
  - Participation in volume and revenue when applicable in determining departmental costs

## EMPLOYEE MANAGEMENT

- Responsible for daily work assignments, attendance management and performance appraisals for department staff
- Provides functional direction and assistance to departmental staff with respect to scheduling or redistribution of work, inquiries with policies and procedures
- Evaluate workloads and arrange job structure, job assignment and procedures used
- Responsible for interpreting and executing personnel and hospital policies
- Participate in programs and activities that will develop self and employees
- Responsible for all personnel as they affect departmental personnel including:
  - Ability to interview, hire and terminate personnel
  - Evaluating employee work performance annually
  - Ensuring that the work environment is conducive to a high level of productivity
  - Orientation of employees to their work so that they are familiar with required duties and responsibilities
  - Training and educating employees to ensure high levels of quality and customer satisfaction
  - Ensuring that all employees are treated with dignity and respect

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## QUALIFICATIONS

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- University Degree in Building Management (or a related field)
- Proficient in Project Management Skills with a proven ability to plan, organize, execute, and control the work activities of a large number of staff or contract personnel working in several different locations.
- Minimum 5 years' experience in a Leadership role (preferably in a Hospital or Health Care Facility setting)
- Demonstrated working knowledge of all relevant hospital and nursing home standards, regulations, and codes.
- Proven ability to maintain a high level of quality standards ensuring a safe and sanitary environment for patients and clinical services.
- Well versed in all facets of the human management of personnel working in occupations requiring a high level of productivity including recruitment, training, education, development, and ongoing evaluation.
- Experience in supervisory and/or management positions in hospital support service areas including Maintenance, Housekeeping, and Food Services

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## ALIGNMENT WITH WDMH COMMITMENT STATEMENT

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The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

### ***Our Commitment***

*We are here to care for our patients with compassion - close to home and with our partners.*

*We pursue excellence in all we do.*

*We are one team. We value respect, accountability, innovation, and learning.*

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## APPLICATION INFORMATION

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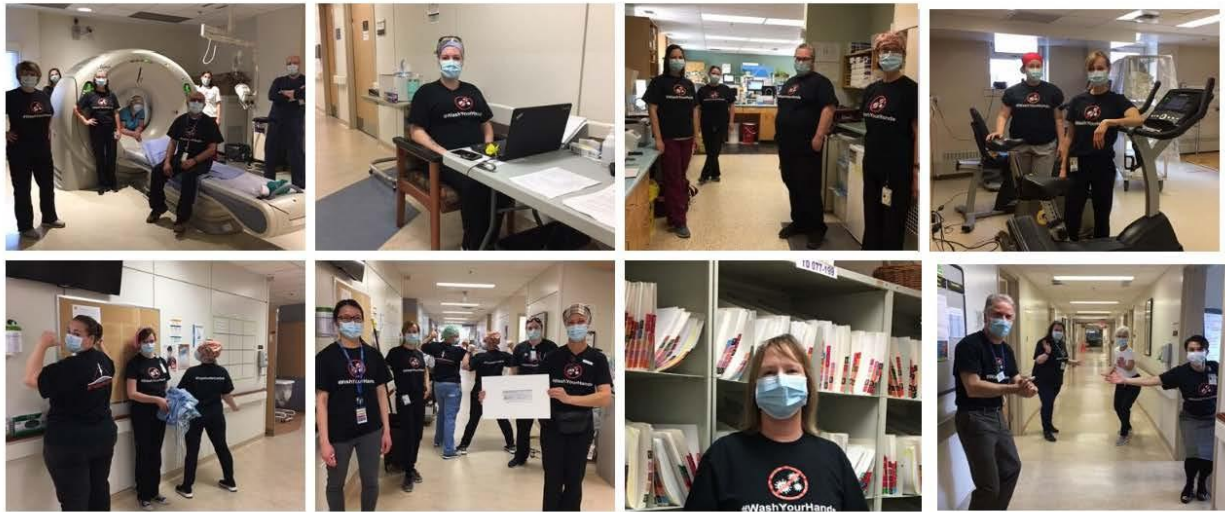
Interested applicants should apply in writing, (by email only) indicating their qualifications in a cover letter and resume to Brenda Fancey, Corporate Manager - Recruitment, Compensation and Benefits at:

**[hresources@wdmh.on.ca](mailto:hresources@wdmh.on.ca)**

**At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with WDMH.**

**Accommodations are available on request for candidates taking part in all aspects of the selection process**

We appreciate interest from all candidates, however only those selected for an interview will be contacted.



# JOIN OUR TEAM

**We are #WDMH Proud!**

Winchester District Memorial Hospital (WDMH) has an award-winning reputation for compassionate excellence because we know that exceptional care involves more than good medicine.

- Our high patient satisfaction rates speak to our commitment to compassionate excellence and patient-centred care.
- We have been awarded Exemplary Standing from Accreditation Canada.
- We are One Team – with 1,000 staff, physicians, volunteers, and learners – all dedicated to providing the very best care close to home.
- We have fun! From Commitment Awards to door decorating contests, there is always something happening at WDMH to celebrate our team.
- WDMH provides an inclusive and welcoming place to shine, be recognized and feel valued. There are opportunities to advance and excel in your work and your career. Come join us!



## Get to Know Winchester District Memorial Hospital

WDMH is a rural teaching hospital just south of Ottawa. We care for our local communities from childbirth to seniors' care – and are a hub site for cancer care, dialysis and cataract surgery.

WDMH has a 24/7 Emergency Department and Diagnostic Imaging services, including digital mammography and CT scans. Day surgery and specialty clinics, with visiting specialists from Ottawa hospitals, mean that patients can receive care without travelling to the city. And we are committed to education and research.

For more details, visit [www.wdmh.on.ca](http://www.wdmh.on.ca).

## Get to Know Our Region

- Rural and suburban lifestyle
- Reasonable driving distance to bigger cities like Ottawa, Montreal, and the border to the United States
- Driving distance to St. Lawrence and Rideau water systems
- Lower housing costs with bigger lot sizes and local parks, open spaces and hiking trails
- Smaller schools
- Large variety of rural community and agri-tourism events

For more details, visit [www.northdundas.com](http://www.northdundas.com).

