



MOUNT CARMEL CLINIC

VACANCY

Date:	April 23, 2021	Position:	Facilities Manager
Status:	Full Time, Permanent	Hours of Work*:	*Monday – Friday: 845am-5pm
Department:	Operations	Job Posting No.:	#2021-35
Reports to:	Director, Operations	Closing Date:	May 7, 2021 @ 4:00 PM
Union:	Non-Union	Salary:	\$69,328.00 - \$80,372.02 annually

*These are dependent on operational requirements of the facilities

Mount Carmel Clinic is committed to equity and inclusion and has undertaken to increase responsiveness to Indigenous people by promoting a workforce that is representative of the participants and communities we serve. We encourage applications from Indigenous persons, those with lived experience and members of equity-seeking groups. Applicants are encouraged to self-declare in their application.

Position Summary

The Facilities Manager has primary responsibility for Mount Carmel Clinic's Maintenance Program - the repair and maintenance of all Mount Carmel Clinic sites including indoor/outdoor maintenance and security, fire alarm, HVAC, plumbing and electrical systems and related tools and equipment. The Facilities Manager supervises maintenance program staff and acts as contract manager on externally sourced projects and services within their area of responsibility. The Facilities Manager will respond to emergency maintenance/security issues after hours as required.

Qualifications

Education

- Post-secondary degree in Engineering or a designation in a facilities management program, e.g., Certified Facility Manager (CFM) or Facility Management Professional (FMP), and a minimum of three years' experience in a related field, or a combination of education and related experience may be considered
- Valid Class 5 Driver's License, satisfactory driver's abstract and access to a reliable vehicle

Skills, Expertise and Experience

- Preference will be given to individuals with administrative experience in a health or social services sector and with facilities management.
- Must have experience in the budgeting process, including budgetary planning and analysis and financial management
- Proven technical knowledge of heating, ventilation, air conditioning, plumbing and electrical systems
- Knowledge of legislative acts governing health care and social services as they relate to administrative practices
- Demonstrated ability to think critically, analyst, conceptualize and apply relevant knowledge to practice
- Excellent organizational, interpersonal, problem solving and decision-making skills
- Demonstrated leadership skills in an interdisciplinary team environment
- Ability and experience in the planning and completion of maintenance and renovation projects
- Ability to manage external maintenance repair contracts, including: overseeing the tender process, analyze bids and recommend approval to Senior Management
- Ability to establish and maintain an emergency response protocol and procedures for Mount Carmel Clinic buildings and site issues
- Experience and able to exercise human resources authority in the recruitment, hiring, management, discipline and termination of staff within assigned programs in accordance with Mount Carmel Clinic's human resources policies
- Demonstrated knowledge of / ability to read blueprints and other construction documents
- Willingness to update technical knowledge in keeping with changing technology and processes
- Demonstrated skill and knowledge in the use and maintenance or a range of maintenance and repair tools and equipment
- Knowledge of building codes and regulations and laws relevant to the position
- Working knowledge of Manitoba safety and health standards for maintenance work

Physical Requirements

Bona fide occupational requirement to be in good health and able to meet the physical demands of the job, including manual dexterity, bending, working at high levels and in confined spaces and lifting up to seventy-five (75) pounds

Critical Skills

Proven knowledge and ability in critical thinking, decision-making, project planning and management, problem-solving, crisis management and conflict resolution skills

Focus on Results

Demonstrated ability to prioritize and focus work-related activities to effectively and efficiently achieve goals and produce expected results/outcomes

Alignment with Organizational Values

Commitment to the principles that guide Mount Carmel Clinic, as reflected in the history, vision, mission and values

Commitment to Reconciliation

Knowledge and understanding of Indigenous culture and traditions and the impact of colonization on the health and well-being of Indigenous individuals and families [knowledge of current and historical factors that affect the health and well-being of Indigenous individuals and families]

Interdisciplinary Team, Collaboration

Proven ability to work within an interdisciplinary team environment with respect, professionalism, cooperation, sensitivity and cultural awareness

MCC Philosophies

Strong knowledge, commitment and demonstrated ability to apply diversity, equity, cultural safety, pro-choice, social determinants of health, population health, harm reduction, trauma-informed and community development principles in all aspects of the work.

Communication

Excellent verbal and written communication skills and proficiency in the use of computer systems, including building maintenance software (HIPPO)

All positions are subject to Criminal Record, Adult Abuse Registry and Child Abuse Registry checks. Applicants may be required to undergo testing to determine the knowledge, skill and ability required for position.

Please submit Application Form or cover letter and resume, quoting job posting #2021-35

Human Resources
Mount Carmel Clinic
886 Main Street
Winnipeg, MB R2W 5L4
Fax # (204) 582-4733
employment@mountcarmel.ca

We thank all applicants; however, we will only contact candidates selected for interview.