



**North Eastman Health Association Inc.  
Job Description**

**Director, Physical Plant – North/ South**

**Position Summary**

The Director, Physical Plant – North/ South is a member of the facility management team and is responsible for the functioning of the physical plant/ maintenance departments of the assigned facilities. Primary responsibilities relate to departmental management, human resource management, fiscal management, policy development, program planning, quality management, equipment/supplies/space management, inservice education, professional development, environmental management, committee participation and communication.

**Reports To:** VP – Finance & Support Services

**Location:** Regional

**Supervisory:**

The following classifications report to the incumbent:

- Physical Plant – Lead Hand
- Physical Plant - Workers

**Qualifications:**

Education and Experience

- Completion of grade 12 education.
- Journeyman status in one of the construction trades or 4<sup>th</sup> class power engineering certificate.
- Must have a minimum of 3 years related experience.
- Must have a minimum of 3 years supervisory experience.

Knowledge, Skill and Abilities

- Demonstrated managerial ability.
- Demonstrated communication abilities, both written and oral.
- Demonstrated ability to analyze complex situations and environments and produce innovative solutions.
- Knowledge and experience developing and monitoring hospital policy and procedures.

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- Experience in employee and labor relations.
  - Good physical and mental health to meet the demands of the position.
  - Ability to maintain positive working relationships with staff.
  - Self motivated.

**STANDARDS OF PERFORMANCE:**

1. Departmental Management
  - a) Physical Plant Management
  - b) Human Resources Management
  - c) Fiscal Management
  - d) Policy Development and Professional Standards
  - e) Program Planning
  - f) Quality Management
  - g) Equipment\Supplies\Space Management
2. Education
  - a) Inservice
  - b) Education
  - c) Professional Development
3. Other
  - a) Environment Management
  - b) Committee Participation
  - c) Communication

**DUTIES AND RESPONSIBILITIES:**

Consistent with the mission and strategic plan of North Eastman Health Association Inc., the incumbent shall:

1. Departmental Management

Physical Plant

- Provide safe and efficient physical plant operation and maintenance
- Plan, coordinate and supervise the work of outside contractors within the facility
- Assign and coordinate the functions of the physical plant and maintenance staff
- Establish and review fire emergency plans in accordance with Manitoba policy and fire codes
- Conducts inservice education on Fire Procedure and Work Place Hazardous Materials Information Systems
- Ensure performance of projects within relevant codes and standards of acceptance

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- Develop preventative maintenance programs
  - Coordinate and supervise preventative procedures for maintenance
  - Provides reports, justifications, and incident reports as required
  - Attend management and committee meetings as required

#### Human Resources

- Ensures the availability of competent and proficient staff necessary to provide and support the highest quality of work possible within existing resources
- Supervises, directly or indirectly, physical plant and maintenance workers in the department
- Interprets and applies regional policies and Collective Agreements
- Provides leadership to create an environment conducive to effective working relationships
- In consultation with the Vice President, hires and selects staff, including responsibility for interviewing applicants and selecting the successful candidate and has authority to promote/select for internal positions
- In consultation with the Vice President, may determine initial salary placement and/or allowances consistent with Collective Agreements and regional policy
- Establishes standards for employee performance, and monitors performance, including conducting performance reviews of physical plant/maintenance workers and is responsible for follow up thereafter
- Evaluate staff functioning in emergency situations, makes recommendations and follow up plans for education or practice needs
- Identify skill levels and knowledge requirements for staff in physical plant department
- Develops training/education plans to address deficiencies and development issues
- Schedules staff consistent with operational needs and collective agreement requirements
- Has authority to grant leaves of absence, schedule vacations, authorize overtime, etc.

#### Fiscal Management

- Allocates human, financial, space resources to meet the needs of the department(s)
- Prepares the annual operating and capital budgets
- Monitors the approved annual budgets on a regular basis and takes corrective actions as necessary
- With the assistance of staff , identifies areas of unnecessary expenditure and supplies and service and devise and implements methods to reduce and/or reduce same
- Reviews the monthly financial reports

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- Investigates discrepancies and take corrective actions as necessary
  - Prepares variance analysis
  - Approves expenditures for the department(s)
  - Orders equipment and supplies within allocated resources
  - Ensures appropriate security and use of supplies
  - Maintains day to day records as necessary for scheduling payroll
  - Maintains accurate workload measurement data

### **Policy Development and Professional Standards**

- Identifies and participates in the development and revision of regional, program and departmental policies and procedures
- Identifies the need for revision to regional programs and departmental policies and procedures and participates in the review and revision of same
- Implements policy directives and establishes and evaluates feedback mechanisms
- Ensures adherence to all regional, program and departmental policies and procedures and monitors same
- Participates in the development and revision of human resource policies

### **Program Planning**

- Establish program goals and set priorities
- Develops, plans, implements and evaluates new and innovative programs
- Coordinates the day to day planning and carrying out of programs
- Ensures program adheres to regional policies/guidelines
- Participates in delivering Educational Sessions to staff as required
- Forecasts future activities and formulates plans to ensure capabilities meet/exceed the needs

### **Quality Management**

- In collaboration with the Vice President, develops, organizes, implements and evaluates a continuous improvement/risk management/utilization review program, including the establishment of objectives and criteria for the department, participation in the process review, development of procedures, documentation of activities indicating corrective actions taken, ensuring participation of all staff, presenting reports on finding, monitors, evaluates and improves productivity and outcome measurement tools

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Equipment / Supplies / Space Management

- Ensures that there is sufficient equipment for the physical plant department(s) and makes recommendations for/or purchase new and/or replacement equipment as per policy guidelines
- Orders equipment and supplies within allocated resources
- Participates and/or supervises capital construction/renovations
- Participates in the planning of construction/renovations
- Prepares and presents Acquisition Proposals
- Ensures appropriate security and use of supplies

2. Education and Research

A. Inservice

- Serves as a resource to staff and other health care professionals

B. Education

- Collaborates with inservice education staff to identify, plan and facilitate implementation and evaluate orientation and staff development programs
- In collaboration with the Vice President, participates in promoting the goals/objectives of educational programs established by the region

C. Professional Development

- Maintains and updates professional skills, certification, management skills and knowledge based through continuing education program, literature reviews, publications and presentations
- Maintains knowledge of new developments in departmental areas through journal reviews, interest groups, lectures, committee work

3. Other

A. Environmental Management

- Performs in a manner that minimizes risk and exposure to personal and/or corporate liability
- Refers repairs of equipment and physical facilities to the appropriate trades or qualified establishments
- Responsible for safe work practices in the department
- Cooperates with the Workplace Health and Safety Committee
- Responsible for environmental safety

