

## Director of Environmental Services

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### Who We Are

For over 100 years, The Elliott Community has had the privilege of providing care to citizens of Guelph and surrounding area. The Elliott offers resident-centered living choices for every stage of life, including independent living, retirement living and long term care. As a not for profit, charitable organization, we are dedicated to providing the highest quality of life for our residents in a caring and inclusive home-like community.

### The Opportunity

As a member of the Senior Leadership Team, The Director of Environmental Services provides leadership and operational oversight of maintenance, housekeeping, laundry, grounds, and environmental health and safety services, ensuring that The Elliott Community remains compliant, well maintained, accessible, and prepared for emergencies at all times. The Director works collaboratively with the Senior Leadership Team to support organizational goals, regulatory compliance, and continuous quality improvement.

### Responsibilities and Duties

- Provide leadership and direction to the Environmental Services team, ensuring compliance with the Fixing Long-Term Care Act (FLTCA), Retirement Homes Regulatory Authority (RHRA) standards, Ontario Fire Code, Occupational Health and Safety Act (OHSA), Accessibility for Ontarians with Disabilities Act, 2005 (AODA), Workplace Safety and Insurance Board (WSIB) and all other applicable legislation.
- Establish and maintain high standards for environmental safety, accessibility, infection prevention support, cleanliness, and facility maintenance consistent with best practices while ensuring operations support resident dignity and uninterrupted care delivery.
- Oversee the operation, maintenance, inspection, and documentation of all building systems, including HVAC, electrical, plumbing, mechanical systems, boilers, generators, elevators, fire safety systems, alarms, and emergency power.
- Implement and manage a comprehensive preventive maintenance program, ensuring timely completion, accurate documentation, and inspection readiness at all times.
- Coordinate minor and major repairs, renovations, and capital projects in a resident-centered manner.
- Oversee housekeeping and laundry services to ensure compliance with sanitation, infection prevention, and resident safety standards.
- Act as The Elliott Community's primary health and safety advocate, this includes serving as the joint health and safety committee management representative and certified co-chair, the emergency preparedness committee chair and acting as the primary liaison with fire departments, building inspectors, Ministry inspectors, RHRA representatives, and other regulatory authorities.
- Develop, implement, and maintain emergency preparedness and response plans, including fire safety, evacuation procedures, and emergency drills, in accordance with regulatory requirements.
- Lead investigations of incidents, accidents, and near misses, ensuring corrective and preventive actions are implemented.
- Oversee environmental initiatives including waste management, recycling, pollution prevention, and sustainability efforts and identify opportunities to improve energy efficiency and conservation.
- Oversee administrative and financial responsibilities of the Environmental Services department including purchasing, inventory, invoicing, budgets and expenditures with strong cost control while maintaining compliance, safety, and service quality.

### The Ideal Candidate

- High school diploma or GED required.
- Completion of a skilled trade or facilities-related educational program, or equivalent experience.
- College diploma in mechanical, electrical, or industrial maintenance considered an asset.
- Minimum of five (5) years' experience in facilities operations and maintenance, preferably within a long-term care, healthcare, or other regulated environment.
- Project Management certification considered an asset.
- Strong working knowledge of building systems, life safety systems, and preventive maintenance programs.
- Knowledge of local, provincial, and federal workplace compliance regulations and legislation, including long-term care, health and safety, fire safety, and accessibility requirements.
- Strong leadership and delegation skills with the ability to motivate and develop staff. Supervisory or management experience required.
- Proven problem-solving and decision-making abilities.
- Ability to communicate effectively and professionally with residents, families, staff, inspectors, contractors, and external partners.
- Proficiency with computerized maintenance management systems and Microsoft Office applications.
- Valid driver's license.
- Ability to respond to, and provide support for the on-call Maintenance team and/or respond to on-site Emergency Codes (24/7 availability may be required).

- Physical ability to lift up to 50 lbs, ability to work indoors and outdoors, including environments involving confined spaces, heights, and construction areas.
- Vulnerable Sector Search Criminal Record check
- Must maintain an up to date immunization record including COVID-19 vaccination series and annual influenza vaccination

### What We Offer

- Full time hours and a competitive compensation package with participation in the OMERS pension plan and extended health and dental benefits for qualifying staff. Annual salary range: \$93,902. to \$114,000.
- A flexible work environment and an opportunity to collaborate with goal oriented professionals and make meaningful contributions to the lives of our residents.
- Position availability: 1 vacant position

### How to Apply

All qualified applicants please contact HR at [humanresources@elliottcommunity.org](mailto:humanresources@elliottcommunity.org). Applicants will be measured on the basis of their qualifications, skills and work performance.

The Elliott Community is an equal opportunity employer that values diversity in the workplace. We are committed to building a diverse and inclusive workforce that reflects the diversity of the community we serve. We welcome and celebrate the valuable differences among each of us and accept applications from all qualified persons.

We are happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance (In compliance with AODA, 2006, Integrated Accessibility Standards 2011, Employment Standards). If you require assistance in completing a job application due to a disability please contact Human Resources directly. Information collected during this process will be used for recruitment purposes only.