



Tehsakitshen:tha

Kateri Memorial Hospital Centre

P.O. Box 10, Kahnawake, QC J0L 1B0

Tel: (450) 638-3930 Fax: (450) 638-4634

www.kmhc.ca

Internal/External Job Opportunity

Kateri Memorial Hospital Centre is located in the vibrant Mohawk Territory of Kahnawake. We have a 73-bed inpatient facility in a homelike environment and extensive outpatient services. KMHC is dedicated to strengthening the health and well-being of Onkwehshon:’a (people) and providing quality health and preventative care services.

POSITION

Manager of Plant Services
Indeterminate (Permanent) Full-Time

POSITION DESCRIPTION

The Kateri Memorial Hospital Centre is recruiting candidates for the position of Manager of Plant Services. Reporting to the Director of Finance and Support Services (DFSS), the manager assumes the responsibility for the following services including plant maintenance, housekeeping, security, transportation, laundry and linen services.

The Manager is responsible for the management of the resources and the budget for each of these areas of responsibility, ensuring the optimal management of staff as well as the resources available. The Manager of Plant Services assumes the responsibility for construction, renovation, conservation, and facility development projects.

The Manager:

- Leads site and coordination meetings as required, working in collaboration with all hospital services.
- Ensures that staff have the adequate training and expertise so that the objectives of the service are met.
- Ensures constant communication with the team, the DFSS and collaborates with other departments and services as required.
- Ensures the safety of the equipment used by the staff under their supervision and maintains its proper functioning according to best practices.
- Holds regular meetings with staff and organizes training and information sessions, sharing episodes of lessons learned.
- Supervises the distribution of work, particularly in the event of a shortage of staff or unforeseen absence.
- Supervises attendance and daily routines of staff.
- Ensures compliance with all policies and department procedures in relation to the organization's policies and procedures
- Oversees Plant inventory supplies.
- Makes recommendations to the DFSS to identify opportunities of improvement of processes and products used.
- Collaborates in the management of staff files with the DFSS and ensures the necessary follow-ups with Human Resources.
- Accomplishes all other tasks or roles related to his functions assigned by the DFSS.
- Generates reports to the department head regarding the elements cited above.
- Always maintains the confidentiality of any sensitive file for the department.

REQUIREMENTS

Must have completed a three-year CEGEP diploma in a related field with a minimum of five (5) years' experiences.

High school professional diplomas in plumbing and heating or refrigeration or a minimum of five (5 years' experience in one of these fields is required

Must have Management and Project Management skills

Must have Management experience in administrative capacity is required.

* Bachelor's Degree in Engineering or Architecture is an asset.

SALARY

In accordance with the Quebec Ministry of Health and Social Services (MSSS) reference class 36

Annual Salary \$74,481-\$ 96,826 (currently under MSSS revision)

DEADLINE

Thursday, May 30, 2024 at 3:30 pm

APPLICATIONS

Please submit a complete application package which includes:

- Letter of Intent
- Resume
- Proof of Educational Requirements
- A signed Privacy Waiver allowing for a background check. A photocopy of either a Driver's License or Medicare Card or Band Card.

You can find the following documents on www.kmhc.ca/careers:

- Job Description
- Privacy Waiver* this is only required should there be a conditional offer of employment

Submit applications to:

kmhc.hr.kahnawake@ssss.gouv.qc.ca

We thank everyone who applies but will only contact those selected for an interview. If you are applying from a mobile device (smartphone, tablet), you will receive an acknowledgment email asking you to update your CV so that your application can be considered. We invite you to check your spam emails (an email from our organization could be there).

Please note that preference will be given to Indigenous candidates.



Tehsakotitsén:tha

Kateri Memorial Hospital Centre

TITLE:	Manager of Plant Services Class 36
DEPARTMENT:	Plant Maintenance
SUPERVISOR:	Director of Support Services
STATUS:	Indeterminate Full-Time
EFFECTIVE DATE:	May 1999
REVISION DATE:	May 2024

JOB SUMMARY

Reporting to the Director of Finance and Support Services, the Manger of Plant Services assumes the responsibility for the following, including plant maintenance, housekeeping, security, transportation, laundry and linen services. The manager assumes the responsibility for the management of the resources and the budget for each of these areas, ensuring the optimal management of staff as well as the resources available. The manager assumes project management responsibilities for construction renovation, conservation and facility development projects.

RESPONSIBILITIES

- To ensure maintenance practices of plant and equipment are in accordance to accepted KMHC Codes of Good Practice and standards for Infection Control
- To ensure the development and maintenance of a departmental schedule and procedure manual
- To meet with the managers or the personnel concerned in-order to clearly define the objectives related to projects
- To coordinate the activities of professionals and entrepreneurs and carry out administrative and financial control over various projects
- To plan and participate in the preparation of short term and long-range plans and budgets for the department based on broad KMHC goals and objectives
- To maintain communication and public relations inter and intra departmentally
- To evaluate the results of overall operations and yearly departmental objectives regularly and systematically, reporting through an annual report for the Executive Director and Director of Support Services
- To ensure the responsibility, authority and accountability of all direct subordinates are defined and understood
- Managers must have a clear understanding of the Kahnawake Community Health Plan, and where appropriate, include strategies to address the community's health priorities with their department plans
- Has attitudes and behaviors which assure the provision of safe care and services
- Is vigilant and takes responsibility to ensure a safe environment for all
- Declares all risk situations, near misses or accidents that are witnessed or discovered on KMHC premises

SUPERVISORY RESPONSIBILITIES

- Directly supervises all employees of the Transportation, Laundry and Linen, Security and Plant Maintenance Departments
- Provides leadership support to the Team Leader
- Carries out management responsibilities in accordance with the organization's policies

DUTIES

- Prepares and oversees work schedules and assigned duties
- Prepares tenders related to Service Operations and Project Management
- Meets with suppliers as required
- Prepares and organizes departmental procedures, policies and training
- Works in collaboration with the Infection Prevention and Control Nurse to develop good working infection prevention control practices
- Ensures all plant maintenance employees follow protocols and best practices for cleaning and maintenance
- Is an integral member of the KMHC Emergency Measures Committee
- Executes code drills i.e., white
- Participates in the preparation and maintenance of evacuation procedures
- Ensures adequate maintenance contacts for elevator, ventilation system, electrical, medical gas and air testing and alarm systems
- Coordinate the process of preventative maintenance
- Participates and oversees the repair and maintenance of non-medical/medical equipment
- Operates and maintains the heating and ventilation, domestic hot water, electrical distribution, and medical gas/air distribution system
- Investigates and implements new equipment and supplies for laundry, housekeeping and maintenance
- Ensures the responsibility, authority and accountability of all direct subordinates are defined and understood
- Evaluates the results of service objectives regularly and systematically
- Plans, organizes, directs, and controls the service's physical, financial, and human resources in accordance with hospital objectives, policies, and standards

TRANSPORTATION

- Formulates and recommends policies and procedures with the Transportation Driver
- Ensures all inquiries for Transportation are addressed in a timely manner
- Plans and organizes training when required for the driver(s)
- Works in conjunction with the driver(s) for any mechanical repairs, and required maintenance of the vehicle

MANAGEMENT DUTIES

- Plans, organizes, directs, and controls the department's physical, financial, and human resources in accordance with departmental and hospital objectives, policies, and standards
- Participates in establishing the departmental philosophy, goals, objectives, and standards that enhance those established by KMHC
- Coordinates and evaluates all plant maintenance services and activities and oversees the work performed by other departmental staff
- Develops and maintains an orientation program for all new staff members
- Encourages and provides opportunities for staff to improve their knowledge, skills and attitudes through continuing education programs, in-services, and lectures
- Encourages high standards for the department and fosters effective communication with all staff and other service departments
- Keeps the Director of Support Services informed on the activities of the department and prepares an annual report
- Attends management team meetings and seminars
- Ensures the ongoing development and implementation of Risk and Quality Management activities

QUALIFICATIONS/REQUIREMENTS

Education/Experience:

Must have a three-year CEGEP diploma in related field with a minimum (5) years experience.

High school professional diplomas in plumbing and heating or refrigeration or (5) years experience in one of these fields is required.

Must have Management and Project Management skills

Must Have Management experience in administrative capacity is required

Bachelor's degree in Engineering or Architecture as an asset.

Language Skills:

Ability to analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations

Ability to write reports, business correspondence, and procedure manuals

Ability to effectively present information and respond to questions from groups of managers, clients and the general public

Reasoning Ability:

Ability to define problems, collect data, establish facts and to draw valid conclusions

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form

Other Qualifications:

Knowledge of Mohawk language, culture, and history an asset
Leadership qualities
Administrative, organization and decision-making capabilities
Dynamic and enthusiastic
Team oriented

The employee shall perform the services outlined in the above job description, including any related or incidental duties and responsibilities that may be assigned to him/her at any given time.

Incumbent

Date

Director