



Timmins and District Hospital L'Hôpital de Timmins et du district

Si vous souhaitez recevoir cette annonce d'emplois en français, s'il vous plait contactez le département des ressources humaines au kkampman@tadh.com ou par téléphone au 705-267-6371.

Maintenance Supervisor Full-time

Position Summary: Reporting to the Maintenance Manager, the Maintenance Supervisor will oversee and coordinate the Maintenance Department.

Position Responsibilities:

- Supervise and coordinate maintenance activities to ensure the efficient operation of the hospital's facility systems.
- Conduct regular inspections of equipment, systems, and facilities to identify issues and recommend improvements.
- Collaborate with other departments to schedule and prioritize maintenance tasks to minimize disruption to hospital operations.
- Coordinate with external vendors and contractors for specialized maintenance services when required.
- Maintain inventory of parts, supplies, and equipment necessary for maintenance activities.
- Plan and schedule maintenance repair work, such as plumbing, carpentry, painting, electrical work, refrigeration, elevator repair, and grounds work.
- Assign maintenance workers to specific jobs and spot-check work to be certain all workmanship meets standards and adherence to safety regulations.
- Conduct follow-ups on all maintenance repair work and ensure work is completed on time.
- Provide quotes on hospital repairs and renovations as required.
- Ensure that all departmental and plant equipment is maintained at high level of performance.
- Help oversee contractors and all new building projects.
- Develop departmental staffing patterns which are in accordance with the functional needs of the Maintenance Department.
- Establish and evaluate requirements for staff, physical facilities, equipment and supplies to consistently achieve the most cost-efficient utilization.
- Participate in the recruitment of departmental staff, and conduct performance appraisals
- Oversee and/or give input to proposed upgrades and major renovations of the Hospital and its infrastructure.
- Develop and maintain effective working relationships with departmental staff, physicians, and other departments and inform them of any changes or developments which may affect them.
- Complete monthly, annual, and other operational reports.
- Ensure a healthy and safe work environment in accordance with the Occupational Health and Safety guidelines.

Position Requirements:

- Must possess a graduate degree or professional certification in building trades.
- 3-5 years' experience as a Maintenance Supervisor.
- Strong knowledge of building trades and maintenance.
- In-depth knowledge of different building systems (HVAC and Electrical).
- Excellent organizational skills.

- Effective budgeting and performance management.
- Bilingualism (French and English) would be considered an asset.
- Knowledge of building codes, regulations, and best practices in facility maintenance.
- Strong leadership, communication and interpersonal skills to effectively supervise a team.
- Ability to prioritize tasks, problem-solve, and make decisions to ensure effective maintenance operations.
- Understanding of healthcare-specific maintenance requirements and standards.
- Experience with equipment maintenance, troubleshooting, and repair.

Compensation and Benefits

- Rate of Pay: To be determined, based on experience and certification.
- Option to enroll into Healthcare of Ontario Pension Plan.

Proof of COVID-19 vaccination is mandatory.

Interested applicants must submit their résumé by Department of Human Resources, Timmins and District Hospital, 700 Ross Avenue East, Timmins, Ontario, P4N 8P2. Telephone (705) 267-6371; Fax (705) 360-6008; Attention: Kayla Kampman, email kkampman@tadh.com .

Timmins and District Hospital will provide accommodations for applicants with disabilities during the recruitment process.

TADH is committed to fostering an inclusive, equitable, and accessible environment supporting diversity in our work environment to provide quality care where all feel valued, respected, and supported. TADH is dedicated to building a workforce reflective of the communities in which we live, serve, and encourage Indigenous people, visible minorities, and persons with disabilities to apply and self-identify.

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

**EXEMPLARY CARE TO NORTHERNERS
WORKING TOGETHER WITH OUR PARTNERS TO IMPROVE THE HEALTH OF
NORTHERNERS**