

## JOB POSTING

**File #:** Non-Un 11-064  
**Employee Group:** Non Union  
**Work Location:** Corporate  
**Vacant Position:** Maintenance Supervisor  
**Status:** Full Time

**Posting Period:**  
January 30, 2012 to Feb 6, 2012

**Please direct inquiries to:**  
Liseta Medeiros, Recruitment & Staffing Specialist, (613) 548-7222 x 2772

Apply in writing quoting file Non-Un #11-064 in subject line to:  
[work@providencecare.ca](mailto:work@providencecare.ca)  
or send fax to: (613) 544-6036

Applications submitted by email to [work@providencecare.ca](mailto:work@providencecare.ca) will receive an automatic notice of receipt.

All applicants are required to include an up-to-date resume outlining how their qualifications match position requirements.

All new hires to Providence Care must complete the Criminal Information Request/Vulnerable Sector Screen through your local Police Station. The cost is the responsibility of the applicant and this Criminal Information Request/Vulnerable Sector Screen must be successfully completed prior to the commencement of employment with Providence Care. Please note that this process may take a few days up to a few months to complete.

For a complete list of duties and qualifications, please obtain a job description from Recruitment & Staffing.

### Job Summary:

Assisting the Manager, Plant Operations and Maintenance, the Maintenance Supervisor shall supervise the assigned Maintenance Department resources and provide the leadership required to deliver the services and programs that operate, maintain repair and renovate the facility's buildings, structural components, mechanical and non-mechanical systems and mechanical equipment and other assigned department responsibilities. The incumbent shall be responsible and accountable to ensure all work is completed safely and in accordance with all governing codes, regulations, laws and Providence Care policies and procedures.

The Maintenance Supervisor shall provide administrative and technical direction to Maintenance Department staff, acting as the immediate Supervisor in areas of departmental operations and administration, employee management, labour relations management, administration of the Collective Agreement, performance management and committee membership. The Service Supervisor supports and implements the Mission Statement of Providence Care in relations and leadership activities with staff, patients and visitors.

### Qualifications:

- Must possess a diploma in engineering technology and registered as certified engineering technologist
- Possession of a trade certificate considered an asset
- Minimum two years experience supervising multi-trade crew
- Minimum five years experience working in a plant/maintenance operation
- Certification as a Maintenance Management Professional (PEMAC), or Systems Maintenance Administrator (BOMI) or equivalent designations, preferred
- Experience implementing and managing a computerized maintenance management system considered an asset
- Sound theoretical and practical knowledge of building mechanical and structural systems, the associated trade practices and a knowledge of current materials
- Ability to understand and interpret technical drawings and specifications
- Demonstrated current knowledge of the Hospital and departmental standards, policies and procedures, Occupational Health and Safety Act, Infection Control Procedures and Practices, Ontario Building Code, Ontario Fire Code and the ability to interpret trade codes
- Ability to learn and use custom integrated computer software
- Demonstrated effectiveness with managing and mentoring staff to achieve desired performance outcomes
- Solid understanding of, and the ability to use the tender process

### Working Conditions:

- Demand to meet deadlines, and multiple and rapidly changing priorities
- Exposure to dust, noise and other construction hazards
- Extended periods of sitting in front of computer screen
- May require after hours response to emergencies or systems failures