

**Facilities Manager
(Mental Health & Addictions Redevelopment Project)**

Health PEI

Location - Hillsborough Hospital Campus, Charlottetown

**Full-Time Permanent (Excluded) Position
(Commencing Immediately)**

The Facilities Manager is responsible for providing the overall leadership, administration and supervision of all building systems on the new mental health and addictions campus site. Initially reporting to the Director of Support Services (QEH) and in future state to the Director of Facilities and Materials Management (MH&A), this position is responsible for planning, organizing and directing the operations, maintenance and repairs of all building systems operating within on the campus. This includes both preventative and current operations and maintenance of all mechanical, electrical, fire, and security systems on the grounds. The Facilities Manager will also be the energy manager for the site. Essentially this position will be responsible to ensure the energy efficiency model is functioning as per efficiency standards purchased and designed, data is collected, reviewed, and presented out to stakeholders as required.

This position works with all department managers on matters related to major projects across the Mental Health and Addictions campus.

Duties will include:

- Provide direction to the onsite maintenance team to ensure the attainment of organizational and client objectives and goals with a focus on Health PEI's Mission, Vision, and Values.
- Develop, implement and review departmental goals and objectives, ensuring these conform to the overall intent of the mental health and addictions purpose as well as the overall goals of Health PEI.
- Manage all building systems and respective staff associated with the maintenance of these systems.
- Ensure all policies related to the Facility and building codes are communicated to all staff and adhered to as appropriate.
- Perform all functions related to the hiring of staff including revising and developing job descriptions, preparing the job posting, interviewing job applicants and making recommendations regarding the selection of staff to fill vacancies within the department.
- Set performance standards in consultation with staff and in accordance with accepted health care standards.
- Work closely with the Director of Support Services (QEH) and eventually the Director of Facilities and Materials Management and the Health PEI Director of Facility and Capital Planning to develop capital projects to be submitted annually to government.
- Provide technical expertise on all items related to building codes/mechanical/electrical systems within the facility.
- Reporting to the Director of Support Services (QEH), this position is expected to manage all aspects of the Maintenance and systems budget of the MH&A campus site.
- Run continuous effectiveness evaluations to determine efficiency of systems and make any necessary changes to increase energy efficiency as appropriate.
- Ensure service quality and quality improvement activities are maintained, measured and reported to all stakeholders as appropriate.
- Provide a leadership role in the All Hazards Planning for the MH&A Campus ensuring facilities have written plans in place, that plans are tested and monitored in the event of a disaster and that the MH&A campus facilities can continue to operate as effectively as possible.

Minimum Qualifications:

- Completion of a University Degree in mechanical or electrical engineering and eligibility for registration with the Association of Professional Engineers of Prince Edward Island.
- Considerable experience related to the operation and maintenance of multiple facilities, large in nature, with complex mechanical, electrical systems and building control systems.
- Leadership and management experience in a health care setting, including responsibility for financial management, supervision and human resource management.
- Strong project management, organizational, interpersonal, conflict resolution, communication, collaboration, and team-building skills.
- Excellent written and oral communication, customer service, and administrative skills are essential for this position, as well as the ability to work collaboratively and effectively with multiple stakeholders, sites and outside government departments and / or contractors.
- Ability to be extremely organized, self-motivated, flexible, and maintain a positive attitude.
- Experience with computer applications (e.g., PeopleSoft Payroll System, Groupwise, Oracle, WordPerfect, Excel, PowerPoint) as well as experience with methods and procedures involved in budget development and control, monitoring expenditures, and scheduling of staff or maintenance requirements in facilities that operate 24/7.
- Knowledge of IUOE & CUPE Collective Agreements. Valid driver's license.
- Notice to all External Applicant - Health Care Workers are required to provide proof of Covid-19 vaccination as per Health PEI's Covid-19 Immunization and Management Policy. In the event that a new hire is unable to be vaccinated as a result of a medical exemption they will be required to submit supporting documentation to Employee Health / Wellness and Safety.

Other Qualifications:

- Human Resource Management education is an asset.
- Leadership Training would be an asset.
- Labour Relations Training would be an asset.
- Knowledge of the PEI Health System would be an asset.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Salary Range: \$34.75 - \$43.45 per hour (Level 19 – Excluded)
Bi-Weekly Hours: 75.0 hours bi-weekly / Days / Monday – Friday.
Posting ID: 146627-0721HHPO
To apply: <https://www.gov.pe.ca/jobs/api/position/49476?format=html>

Application forms may also be sent to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8 or by fax to (902) 368-4383. **IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.** Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.gov.pe.ca/jobs. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.