

# Timberwalk

RETIREMENT COMMUNITY

## **Riverstone Retirement Communities – Timberwalk**

**Position:** Environmental Services Manager

**Location:** Ottawa, ON

**Employment Type:** Full-Time

**Reports to:** General Manager

We're putting a new face on the look of retirement living in Ottawa. Designed and built by Claridge Homes and operated by Riverstone Retirement Communities, our residences offer an unmatched level of comfort, dignity and style. Riverstone Retirement Communities provide a highly respected continuum of care that ensures all residents are happy and healthy in their retirement. They also feature a host of amenities and services, enabling people to create the lifestyle they deserve. Properties include a first-rate team of professional staff offering a selection of care alternatives: independent living, residential care and assisted living. There are many different suites to choose from including one- and two-bedroom suites, as well as studio suites. Residents have access to flexible and nutritious meal plans, housekeeping and laundry services, 24-hour emergency response and around-the-clock professional nursing staff.

Riverstone Retirement Communities is not stopping there as we are already forging ahead with a number of other retirement opportunities. Our continuously growing team is currently seeking an Environmental Services Manager to join our upcoming Timberwalk Retirement residence.

### **QUALIFICATIONS:**

#### **Education:**

- Diploma in Building Environmental Systems or equivalent experience

#### **Background:**

- Minimum of three years' related experience, preferably in health care industry
- Must have a good understanding and knowledge of physical plant, HVAC, plumbing, electricity, housekeeping and laundry procedures, etc.;
- Knowledge of business equipment and computer applications, such as MS Office, payroll processing software, etc.
- Bilingualism in French and English preferred

#### **Personal Requirements:**

- Work as part of a team
- Capable of adapting to different situations and change
- Keen interest in working with seniors

### **FUNCTIONS:**

- Plans, develops, organizes, implements and evaluates overall quality of maintenance, housekeeping and laundry services;
- Responsible for general maintenance and repair of building, grounds, equipment and furnishings;
- Required to maintain the mechanical, electrical and fire safety systems;
- Schedule and perform routine and preventive maintenance;
- Complete daily rounds of the building and grounds to identify areas of concern;
- Responsible for all aspects of human resources within the Environmental Services department including: interviewing, hiring, training and performance evaluation of staff;
- Ensures all staff are knowledgeable of and aware of the regulations, policies and procedures and follow them as outlines;
- Holds regular department meetings;
- Chairs the Joint Health and Safety Committee and ensures compliance with the Act;
- Oversees contractor work ensuring it is completed to agreed specifications;
- Assist General Manager in developing and maintaining the departmental budget;
- Completes audits as required;
- Responsible for delivery of orientation and training program in accordance with RHA and other legislative bodies

To apply please email your resume and references to **Lynda Clingen** [lclingen@riverstoneretirement.ca](mailto:lclingen@riverstoneretirement.ca)