



POSITION DESCRIPTION

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| Position Title: | Lead – Physical Plant Services |
| Department: | Physical Plant Services |
| Classification: | |
| Union: | Non-Union |
| Approved by: | Regional Lead – Corporate Services & Chief Financial Officer |
| Date approved: | 2025/Jan/09 |

REPORTING RELATIONSHIPS

Position reports to: Manager – Physical Plant Services

Positions supervised: Physical Plant Services staff at assigned site(s)

POSITION PURPOSE

Reporting to the Manager – Physical Plant Services, the Lead – Physical Plant Services is responsible for the effective operation of Physical Plant Services at the assigned site(s). Primary responsibilities includes leadership and management of on-site Physical Plant Services staff, planning, organizing, communication, preventative measures, policy development and resource management (fiscal and human). The incumbent collaborates with the Manager – Physical Plant Services and Director of Health Services (where applicable) on the development, integration, maintenance and management of Physical Plant Services programs, plans, policies, code and standard compliance.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

Leadership

- Recruits, selects, coordinates, orientates, and administers performance management in accordance with existing policies, procedures and Collective Agreements.
- Conducts regular staff meetings and facilitates participation from all team members.

- Assures proper scheduling of staff in Physical Plant Services.
- Mentors, supports and guides Physical Plant Services staff at assigned site(s) and recognizes the skills and talents of Physical Plant Services staff.
- Identifies training and development opportunities for employees in the department.
- Identifies, recommends and participates in reviewing, revising, and implementing adequate staffing models to support the needs of the Physical Plant Services department at the assigned site(s).
- Ensures Physical Plant Services staff at assigned site(s) meets or exceed standards in service delivery.
- Maintains professional growth and development through seminars, conferences and professional affiliations.
- Works with Manager - Physical Plant Services to facilitate implementation of Physical Plant Services policies and procedures.
- Informs the Manager - Physical Plant Services and/or Director of Health Services of activities and progress through leadership reports and directly as needed.

Fiscal

- Monitors and controls departmental expenditures and revenues, accountable to ensure Physical Plant Services budgets follow established funding levels by utilizing the assistance of the variance explanation process.
- Participates in budget preparation as applicable.

Planning

- Participates in the development of goals, objectives, policies and procedures for Physical Plant Services.
- Identifies and recommends changes that optimize the utilization of material and human resources.
- Establishes and monitors department goals and objectives.
- Participates in facility and regional planning.
- Participates in developing contingency plans for continuance of departmental operation during labour disruptions and emergency situations (fire, electrical failure, floods, etc.).

Safety

- Recognizes, responds to and reports critical incidents, occurrences, near misses, and recall alerts
- Ensures fire and safety inspections and drills are completed in accordance with recognized practice and assists in fire safety training of all facility staff as required.
- Responds to fire alarms in accordance the facility fire plan
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

Operations

- Ensures clear and effective lines of communication are in place.
- Assures that effective and efficient quality Physical Plant Services are provided at the assigned site(s), meeting required standards.
- Investigates and researches, Implements and monitors priorities, goals and objectives on an ongoing basis, standards, potential improvements to Physical Plant Services delivery systems, evidence informed practice guidelines to increase quality and efficiencies.
- Participates in Physical Plant Services team projects and other related regional projects as required.
- Identifies and supports any technological changes that could benefit Physical Plant Services at assigned site(s).
- Responsible for maintaining a Computerized Maintenance Management System (CMMS) including equipment lists, scheduled work orders following the CMMS policy and supporting documents.
- Ensures preventative maintenance is in place for all building systems, Medical and Biomedical equipment such as, but not limited to, chillers, boilers, electrical systems, standby equipment, compressors, medical gas systems, anesthetic machines, scope washers, medical device reprocessing department processing equipment, cardiac monitors, ceiling lifts and tracks, and bed pan washers etc.
- Maintains appropriate documentation as required when processing work orders and performing daily/weekly/monthly/annual equipment checks
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

Responsibilities and accountabilities are assigned in broad organizational objectives. The position is subject to review of general effectiveness and attainment of objectives through performance measurements.

PERFORMANCE MEASUREMENTS

1. Budget is balanced and/or justified to ensure fiscal responsibility
2. Core functions of Physical Plant Services at the assigned site(s) are completed
3. Goals/Achievements are defined and reviewed ongoing and through performance appraisals
4. On site job duties are in alignment with regional job descriptions for Physical Plant services
5. Regional policies and procedures for Physical Plant Services at site(s) are implemented
6. Leadership reports, sustainability reports, Project Reports, CMMS work order stat reports are completed as required
7. Personnel issues are addressed in a timely and respectful manner including disciplinary action when necessary
8. Operational efficiencies are implemented
9. Actively participates and collaborates in working groups at site and regional levels
10. Assesses learning needs and seeks out educational opportunities for self and staff

QUALIFICATIONS

Education/Certification:

- Completion of Post-Secondary Education relevant to the position
- 5th Class Power Engineer Certificate as recognized by the Province of Manitoba
- Completion of Management or Supervision courses/training
- Other combination of education and experience may be considered

Knowledge required:

- A combination of experience, education and knowledge of equipment and systems associated in a healthcare facility or related setting.
- Knowledge of and ability to read and interpret blueprints, diagrams, and equipment manuals
- Proficiency in computer programs including but not limited to Microsoft Office Applications and Outlook

Experience required:

- Minimum five (5) years relevant Physical Plant Services experience in a healthcare facility or related setting.
- Minimum three (3) years in a Management/Supervision capacity required
- Experience managing/supervising in a unionized environment and interpreting Collective Agreements
- Familiar with personnel management principles and experience with interviewing and hiring, employee recognition, administering discipline, assessing employee training needs, performance appraisals, and attendance management
- Understanding of electrical, plumbing and carpentry needs in health care facilities
- Technical ability to perform building maintenance services in emergent situation.

Skills/Competencies/Conditions of employment:

- Demonstrated ability to take charge and initiate actions toward the achievement of goals
- Demonstrated ability to understand and communicate the multiple components of an integrated system within a health delivery model
- Demonstrated ability to create a wider understanding and advance regional health priorities and partnerships through communication process
- Demonstrated ability to effectively interact with internal and external stake holders in a mutually respectful manner
- Demonstrated ability to develop skills and knowledge in self and staff, based on learning and communicating best practices
- Demonstrated ability to assess what the problems are, form a plan toward a solution of the problem(s) and initiate action necessary to resolve the problems in an adaptable, flexible and ethical manner
- Demonstrated ability and knowledge of the internal structure, programs, services and external partnerships and understands how their position fits with Southern Health-Santé Sud organizational structure
- Demonstrated ability to understand and adhere to the organizations values and

standards of ethical behavior

- Demonstrated ability to incorporate a keen sense of reality and fundamental decision making skills in order to decide in advance what needs to be done and how it is to be done.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
- Proficiency of both official languages is essential for target and designated bilingual positions
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Demonstrated ability to meet the physical and mental demands of the job
- Good work and attendance record
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000

WORK CONDITIONS

- May be required to work in a variety of temperatures including excessive heat or cold
- May be required to work with hazardous chemicals
- May occasionally be required to work evenings, weekend and statutory holidays
- Will be required to travel to other facilities in the region as the position duties may require

SALARY SCALE

Confidential

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.