



HOSPICE MUSKOKA - JOB DESCRIPTION

Physical Plant Manager

GENERAL INFORMATION

TITLE:	Physical Plant Manager		
REPORTS TO:	Executive Director		
DEPARTMENT:	Hospice Muskoka		
DATE PREPARED:	2022-08-11	DATE UPDATED:	

PURPOSE: To ensure the physical plant of Hospice Muskoka – Andy’s House including interior spaces and outdoor areas are maintained routinely, systems are safe to operate and all aspects of the physical plant meets code to the standard required for a vulnerable sector occupancy facility.

POSITION OVERVIEW

1. Supports the continuous quality improvement of the organization by providing constructive ideas and solutions to problems and demonstrates safe and prudent use resources.
2. Develops a weekly, monthly, quarterly and annual inspection workplan.
3. Alerts the ED to issues, repairs and potential timelines for equipment replacements to maintain compliance to standards and to allow for budgeting of upgrades/replacement of mechanical equipment as needed.
4. Maintain the structure to preserve the original integrity of the interior and exterior of the building.
5. Provide a monthly report to the Executive Director regarding mechanical functioning of all systems, building integrity and interior finishings, including a list of repairs needed with an estimated cost.

DUTIES AND RESPONSIBILITIES

Essential Duties

6. Maintain HVAC and furnace to ensure air quality is clean and free of harmful particles and the temperature in the house is comfortable.
7. Ensure water pressure adequate and water temperature is controlled within safe limits.
8. Test generator function as per suggested guidelines from Total Power and complete the inspection logbook after each test.
9. Repairs walls, floors, doors, decks, windows, etc. as required. Installs fixtures as requested and replaces interior light bulbs when required. Ensures exterior lighting is working and timers are set to align with sunrise and sunset.
10. Empty’s the cigarette receptacle at the back of the parking lot weekly or as needed to avoid fire.
11. Utilizes professional communication to establish a professional working relationship with residents, guests and co-workers.
12. Participates in Health and Safety committee and identifies any hazards or risks noted on the property and makes suggestions for remediation.



13. Other duties as identified from time to time.

Resident Safety

14. Participating in and compliance with Hospice Muskoka's safety and infection control programs.
15. Assisting in the reporting and investigation of incidents.
16. Reviewing related policies and procedures on a regular basis and advising re. suggested changes.
17. Maintaining resident confidentiality.

Knowledge, Skills and Abilities

18. Ability to use and operate industrial equipment and chemicals.
19. Ability to work independently and demonstrate problem solving skills.
20. An understanding of Health and Safety regulations.
21. Ability to keep an organized record of maintenance and repairs.
22. Communication skills to take direction and work along side team members.
23. Attention to detail to perform a thorough job.
24. Adaptability and flexibility to focus on whatever task is most important at any given time.
25. Ability to complete physically demanding tasks.
26. Possess integrity, reliability, and respectful demeanor.

Education

27. Ladder safety, Electrical Safety, Fire Safety, Handling Hazardous Waste
28. WHMIS completed annually.