

**INTERNAL/EXTERNAL POSTING**  
**FACILITY SERVICES SUPERVISOR**  
**NON-BARGAINING UNIT POSITION**  
**ONE (1) PERMANENT FULL-TIME POSITION**  
**LOCATION: WINDSOR**

Under the direction of the Manager of Housing, Facilities & Employment Services, this position provides functional supervision and oversight of the Facility Services Team, including maintenance of all property, sites, equipment, processing of work orders for the branch and for such aforementioned services for other organizations contracted with as part of local integration initiatives. Participates, and leads as directed, in service planning, program budgeting, process improvement, project management, grounds keeping, housekeeping and infection control. The position is responsible for supervision of the Vocational Maintenance Support Worker (VMSW) and the Vocational Maintenance Workers.

**Responsibilities:**

The position is responsible for development, maintenance and implementation of the CMHA Property Maintenance Plan, including but not limited to the following:

- Ensures/Maintains all branch physical sites and property according to the maintenance plan and direction from the Manager.
- Ensures/Maintains all branch equipment according to equipment maintenance schedules as set out by the manufacture or designated in the maintenance plan.
- Ensures/Maintains any partner sites or equipment as designated and directed by the Manager and in accordance with any maintenance plans developed.
- Engages with outside tradespersons in equipment repair and maintenance outside the scope of expertise of the Facility Services Department.
- Participates in all project management as directed and designated by the Manager.
- Provides day to day direction and supervision to the VMSW and the Vocational Maintenance Workers. In collaboration with the Manager will complete performance appraisals, performance improvement plans, and implement any disciplinary process for the team.
- Working alongside the Facility Services Team, provides instruction, teaching, coaching and support as it relates to employment activities to the Vocational Maintenance Team.
- Responsible in maintenance of all aspects of security of the branch, its sites and equipment through interaction and supervision of the contracted Security Services.

**Education and Skills:**

- Requires knowledge and skills acquired through completion of a two year post-secondary diploma in Construction Technology, Facility Management, Project Management or combination of relevant education and experience (Certified Trades Considered: Electrician, Plumber or Carpentry).
- 3-5 years' progressive experience in facility services/physical plant.
- 2 years' experience in a leadership capacity preferably with an agency, government department or institution responsible for the delivery of health, human or social service.
- Experience working in a unionized environment would be an asset.
- Knowledge and understanding of serious mental illness and working with vulnerable populations would be an asset.
- Working knowledge of HVAC systems, plumbing, electrical, carpentry, construction, vehicle maintenance, housekeeping, grounds keeping, and infection control.



**Canadian Mental  
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Windsor-Essex County

*Community wellbeing is our sole focus.*

- Ability to implement effective problem-solving techniques exhibiting good judgement and reasoning skills.
- Ability to interpret, conform and apply relevant policies and procedures to routine operations.
- Strong written and verbal communication skills, planning, leadership, interpersonal, negotiating, direction, motivation, organizing and decision making.
- Bilingualism in both official languages is an asset for all agency positions.

**Hours of Work:** 35 hours/week. Flexibility is required to meet service needs for all positions.

The agency's regular hours of operation are 8:30am to 4:30pm.

**Salary range: \$61,083-\$74,914 annually**

Compensation within the range will be based on the experience of the incumbent. Includes a competitive and comprehensive, benefit, Healthcare of Ontario Pension Plan (HOOPP), vacation and sick leave package.

Please forward your cover letter and resume clearly stating how your skills and experience meet the position requirements quoting posting reference **CMHA #39-2020 by 4:30 pm Wednesday, August 12, 2020 to [careers@cmha-wecb.on.ca](mailto:careers@cmha-wecb.on.ca)**

*CMHA strives to establish and maintain an inclusive workplace and believes that the diversity of our workforce is an invaluable asset. We are committed to following recruitment and selection practices that ensure all candidates are given a fair opportunity for employment with CMHA.*