

Open to the Public
Manager of Facilities Management

Health PEI
Location – Prince County Hospital, Summerside

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

Health PEI values the different ideas, perspectives and backgrounds that a diverse, equitable and inclusive work-place culture can bring. Not only does this help us deliver better outcomes, more innovation, but it also creates a safer space for our patients when our employees are more reflective of the communities we serve. It is important for us to create an environment where our employees are comfortable bringing their authentic selves to work and challenging the status quo to make Health PEI a better more inclusive employer and healthcare system. We recognize we have more work to do but finding intentional ways to grow our understanding and support of those who have faced barriers due to accessibility, ethnicity, ancestry, gender identity, age, sexual orientation, language or other grounds is a key priority for us. We encourage underrepresented groups to join our team, be yourself, and help us achieve our vision of for an inclusive workplace and healthcare system.

The Facilities Manager is a leadership position reporting to the Director of Support Services and is responsible for providing the overall leadership, administration and supervision of the Maintenance, Plant Operations and Biomedical Engineering Department. This position is responsible for planning, organizing and directing the operation, maintenance and repair of the physical plant, grounds and all associated equipment as well as the mechanical and electrical systems. This position works with all department managers on matters related to major projects within the building and acts as a consultant to all facilities West of PCH and to HPEI and TIE regarding matters requiring technical expertise of mechanical, electrical and building control systems and is the first point of contact for security related issues within PCH.

Duties include but are not limited to:

- Organizing, directing and supervising an effective program of Maintenance, Plant Operations and Biomedical for the Hospital and determining the standards, methods and techniques necessary.
- Evaluating the Maintenance, Plant Operations, and Biomedical programs, introducing new methods and techniques, and new equipment for the best utilization of available resources.
- Participating in the implementation of cost controls, recommending the selection of equipment and supplies for the Plant Division, and supervising any alteration of physical facilities.
- Coordinating the work of the Maintenance, Plant Operations Departments with each other and other departments.
- Managing budget development, expenditure and variance analysis and forecasts; and
- Management of medical equipment service contracts for various departments within the PCH
- developing annual departmental operating budget;
- Ensures that all policies related to the facility and building codes are communicated to staff and adhered to;
- Represents the Management team on various interdepartmental committees such as OH&S, Quality Team, Emergency Planning and works collaboratively with other departments on all matters related to the Facility
- Acts as heliport Manager and is responsible for all activities related to the functioning of the PCH heliport
- Capital equipment involvement, re application contracts, analysis of replacement equipment and installation
- Making periodic inspections of hospital grounds, buildings and plant systems, as well as advising the Director on matters relative to alteration and/or renovations to buildings and systems.
- Acting as the technical liaison between the Hospital and architects, engineers and contractors on work outside the scope of the hospital's own tradesmen.
- Developing and maintaining a preventative maintenance program for the entire hospital and equipment.
- Performing personnel management duties such as: selecting and assigning staff, interpreting regulations and procedures, delegating responsibility to supervisory personnel, overseeing and participating in training programs, evaluating performance of personnel and taking disciplinary action as required; as well as adhering to a professional code of ethics.
- Ability to manage complex projects, with various stakeholders within a hospital setting'
- Management of Computerized maintenance management software, work orders, PM's etc.
- Responsible for security within the building and works closely with on the onsite security team; and other duties as required.

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 large facilities with complex mechanical and electrical systems.
- Management experience in either long-term care or an acute care setting, including responsibility for financial and human resource management.
- Considerable experience related to supervision and leadership of employees.
- Excellent written and oral communication, leadership, organizational and interpersonal skills, as well as the ability to work collaboratively and effectively with multiple sites, departments and outside organizations.
- Ability to be extremely organized, self-motivated, flexible, and maintain a positive attitude.
- Strong project management, interpersonal, communication, conflict resolution, and team building skills.
- The successful applicant must provide a satisfactory criminal record check prior to beginning employment.

Other Qualifications:

- Knowledge of IUOE & CUPE Collective Agreements would be an asset.
- Knowledge of, and experience with, various standards and regulations that apply to acute care health facilities would be desirable.
- Additional relevant education and experience will be considered an asset.

Important Notes:

This competition may be used to fill future job vacancies.

Covid-19 Immunization: Notice to all External Applicants. All new hires are required to provide proof of Covid-19 vaccination before their start date 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, you will be required to submit supporting documentation to Employee Health / Wellness and Safety.

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:	\$40.77 - \$50.96 per hour (Level 20 - Excluded)
Bi-Weekly Hours:	75.0 hours Bi-weekly / Days / Monday – Friday / Occasional Weekend and Evening work.
Posting ID:	167456-0425PCPI
Closing Date:	Thursday May 15, 2025 at 4:00pm

When possible, submitting an electronic resume or job application is preferred. Otherwise, please return application forms to PEI Public Service Commission, c/o ACCESS PEI/ACCÈS Î.-P.-É, 120 Heather Moyse Drive, Summerside, Prince Edward Island, C1N 5L2. Applications may be sent by fax to (902) 888-8083. DUE TO THE FACT THAT RECEIPT OF APPLICATIONS BY FAX CANNOT BE GUARANTEED, APPLICANTS TRANSMITTING THEIR APPLICATIONS BY FAX MAY WISH TO CONFIRM RECEIPT BY TELEPHONE OR IN PERSON. Please ensure that the appropriate Job Posting ID # is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.jobspei.ca. Application forms may also be obtained at any ACCESS PEI/ACCÈS Î.-P.-É., or by telephoning (902) 888-8013.