



MANAGEMENT TRAINEE

PURPOSE OF ROLE

Under the direction of the Director, Engineering & Building Services, the **Management Trainee**, will work inter-dependently within a team oriented environment to provide key support to the Engineering & Building Services department. An entry level management position geared at learning/developing the key competencies and skills necessary to be a successful Engineering & Building Services Management employee. The role ensures flow of business processes in an efficient and timely manner, maintain complete and accurate records/files; established clear lines of communication while building positive relations with departmental staff members, Carillion facility members and the clients team.

The candidate will play a key role in the development of preventive maintenance routines, frequencies and schedules, ensures the efficient utilization of manpower, supplies, utilities and equipment in a cost effective manner while providing quality service delivery to all patients, staff and visitors at the hospital. He/she will be a growth-oriented individual who will be groomed for additional responsibilities which may involve relocation.

Emphasis is placed on ensuring financial, HR, day to day operations, administrative and data based information is correct and accurate. Focus of work is predominately against defined targets but performs a range of tasks from straight forward to complex. Supports delivery of Health & Safety Policy and standards in a professional, open, honest and reliable manner.

PRINCIPAL ACCOUNTABILITIES

- Learning & Developing the required skills and competencies in the developmental role towards Engineering & Building Services management.
- Provides procedural direction and problem solving guidance to unionized staff.
- Ensures consistent administration of work rules, policies and procedures and provisions of collective agreement.
- Organizes and maintaining technical information, regulatory compliance records, licensing and certification of all elements of HVAC system, life safety systems, electrical system, emergency power system, elevators, structural reviews, roofs, soils, painting, etc.
- Ensures all work is conducted in a manner that meets established departmental and government regulations
- Acts as a primary contact with different client groups on issues relating to the plant operation and maintenance.
- Supervises stores inventory and maintain proper level of spare parts to minimize the down time or unavailability of space and/or equipment.
- Maintains records and information pertinent to the operation and maintenance of the facility.
- Assists in preparing accurate periodic reports for submission to the hospital.
- Provide technical assistance and advice as directed by the manager.
- Adheres to the departments established policies, procedures, regulations, objectives, quality assurance and safety guidelines.
- Ensures that due diligence is exercised in the use of equipments and supplies.
- Enforces observation of guidelines, rules and regulations of health and safety as well as infection control appropriate to the area of work by his subordinates
- Meets with sales representatives in the selection of parts and equipment.
- Follows corporate policies and procedures.
- Assists in planning, controlling and supervising the implementation of preventive maintenance program and daily repairs to meet the hospital's needs and requirements.
- Plans, schedules and inputs all payroll numbers for unionized departmental staff
- Oversee continuity of the call centre through ensuring availability of shift staff who are employed on 7/24 bases. Plus ensure all KPI's are met month to month.



- Supports the Engineering & Building Services Management Team, to ensure all work is conducted in a manner that meets established departmental and government regulations
- Acts as a secondary contact with different client groups on issues relating to the plant operation and maintenance.
- Provides leadership and clear business direction to unionized staff to ensure timely completion of preventive maintenance and repair work orders.
- Oversees the store keeper to make sure that proper level of spare parts is available in the stores to minimize the down time or unavailability of space and/or equipment.
- Ensures consistent administration of work rules, polices and procedures and provisions of collective agreement.
- Participates in educational programs and in-service trainings. Attends meetings as required.
- Participates in weekly staff meetings.
- Is expected to carry a cell phone and be available after regular working hours and being on-call.
- Provides verbal and written reports as requested.
- Ensures the assigned tasks are completed and work orders are closed within the time frame given in response time policy.
- Ensures the work status is communicated with the client groups within the time frame given in response time policy.
- Adheres to the occupational health and safety acts and other legislative enactment.

QUALIFICATIONS

- Mandatory: Minimum of Community College (CET equivalent)
- Preferred: University Engineering Degree
- Related job experience approximately 6 months
- Valid Ontario second class stationary engineers certificate or Building operator certificate or trade license (Millwright, Electrician, Plumber or Steam fitter) or equivalent
- Excellent communication and interpersonal skills and ability to read, write and speak English fluently.
- Strong computer skills including Microsoft Office, AutoCAD
- This position requires strong mechanical and HVAC background, Ability to read mechanical, electrical and control drawings; knowledge of building automation system, life safety system, electrical systems and HVAC including boiler, chiller, cooling tower, pumps, motors, heat exchanger, AHU, etc.

ADDITIONAL ROLE INFORMATION

As an employer of choice, we treat all of our employees consistently and fairly to help you achieve personal and professional ambitions.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process

Applicants will be required as part of the application process to undergo competency testing based on the requirements listed in the job posting specification