

United Active Living

Why Join Us?

United Active Living Inc. is a leader in the development and implementation of programs and services that support residents to “Live Well in Our Community.” As an innovative company, United Active Living integrates new and creative ways to enrich life experiences, provide growth and inspiration, and promote independence for individuals in the community.

Environmental Services Lead

As the leader of the Maintenance and Housekeeping teams, you will oversee the maintenance and cleaning of the buildings, systems and surrounding property to the standards outlined by legislation and United Active Living Inc.

In addition, you will ensure that a rotating After Hours On-call schedule, of which you will participate, is established and that support is in place to assist the Environmental Services team members on duty as well as to assist other departments’ employees with any maintenance problems that arise outside of regular business hours.

Responsibilities (includes but not limited to):

- ✂ General supervision of the Environmental Services department and oversight of the daily maintenance and housekeeping operations
- ✂ Serve as department representative and contact for residents, families and inter-departmental communications.
- ✂ Coordinates facility maintenance programs and performs routine preventative and regular general maintenance on building equipment and systems, including contractor oversight for outsourced maintenance and repairs.
- ✂ Accountable for budgeting, adhering to budget and following accounting processes (purchasing, etc.)
- ✂ Maintain applicable checklists/logs for accommodation standards, OH&S, etc.
- ✂ Create and maintain suite cleaning schedules, coordinate and bill for extra services, and ensure suites are ready for occupants.
- ✂ Coordinate fire drills and maintains the fire systems in conjunction with the contractors and the fire department; includes ensuring the emergency generator is maintained.
- ✂ Coordinate and maintains the building phone and intercom system.
- ✂ As the department leader, manage the hiring, training, scheduling, performance management and employee relations for environmental services



Qualifications

- ✘ Diploma in building operations or business an asset
- ✘ Three to five years of experience in facility maintenance, preferably in seniors housing.
- ✘ Must possess good interpersonal, leadership, organizational and time management skills.
- ✘ Must have good oral and written communication skills in the English language.
- ✘ Must have strong computer skills.

HOURS OF WORK: 5 days pers week, with on-call responsibilities on a rotational basis & available for emergencies. Flexibility in working schedule with some work required during the evenings and on weekends, as business needs dictate.

Physical Requirements

- ✘ Must be able to walk up to 0.6 km at a time.
- ✘ Must be able to lift up to 50 lbs. independently.
- ✘ Must be able to crouch, reach and bend.
- ✘ Must be able to climb ladders.

Apply today to begin your journey with United Active Living!

- ✘ Please email your resume and cover letter directly Winston Brinson, Director of Environmental Services (wbrinson@unitedactiveliving.com), and be sure to include "Environmental Services Lead in the subject line.
- ✘ <https://unitedactiveliving.com/careers/>
- ✘ <https://ca.indeed.com/viewjob?jk=d5d07a860579b78a>

*United engages professional services to maintain and repair major building components. **Staff must not engage in repairs or other activities for which they are not trained or are not capable of performing.** It is important that staff are familiar with and refer to the policy and procedures manual when completing job responsibilities. New staff will be provided with a thorough orientation on engagement.*

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We appreciate your interest in this opportunity and thank you for your application. United Active Living will only contact those candidates being considered for an interview. By submitting your resume, you agree to United Active Living sharing your information with those responsible for the hiring process. United Active Living will keep your resume on file for one year and protect your personal information according to our privacy policy and governing privacy legislation.

