

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

ENVIRONMENTAL SERVICES MANAGER Temporary Full Time (12-month contract)	
JOB ID: C57-25	LOCATION: On site: 151 Centre Street, Shelburne
JOB TYPE: Temporary Full Time (Non-Union)	DEADLINE TO APPLY: 4:30 p.m. on September 25, 2025

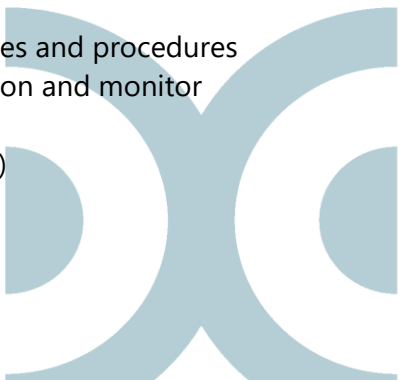
Reporting to the Administrator, the Environmental Services Manager is a member of the Leadership team and is responsible for planning, organizing, directing, supervising, and evaluating Maintenance, Housekeeping and Laundry staff and ensuring the coordination of the effective, efficient and safe delivery of all laundry, housekeeping and maintenance services for Dufferin Oaks, Mel Lloyd Centre and McKelvie Burnside Village. This position works in collaboration with the Facilities department to plan, implement and oversee capital projects at the campus as well as overseeing contractors providing service to the campus.

What we can offer YOU!

- A competitive hourly wage ranging between \$49.78 – \$58.24 (January 1, 2025 Non-Union Pay Grid);
- Eligible to enroll in OMERS pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

What you'll do

- General direction over the Maintenance, Housekeeping & Laundry division, including the leadership, development, mentoring, coaching and training of staff to support departmental operations, goals and initiatives.
- Prioritize staff work assignments, make resource allocation decisions and approve expenditures.
- Guide staff toward the realization of the division's strategic direction and priorities.
- Collaborate and partner with other Managers to facilitate building improvements related to site alterations, building environment enhancements and other similar projects
- Actively contribute to workplace health, wellness and safety, encompassing both physical and mental health, by modelling behaviours that reflect an understanding of related policies and procedures
- Perform annual review of divisions policies & procedures to maintain best practices and compliance with Ministries of Health and Long Term Care (MOH and MLTC) Acts and Regulations
- Ensure Best Practices as related to Environmental Cleaning standards are maintained throughout the facility
- Perform Quality Assurance audits, identify areas of improvement, document and communicate outcomes to staff and at quarterly Quality Improvement meetings
- Acts as lead for Emergency Planning inclusive of the building's Fire Plan and liaises with the Dufferin County Emergency Coordinator
- Develop and maintain Emergency Preparedness policies & procedures in accordance Dufferin County policies and procedures as well as all applicable legislation
- Ensure emergency exercises are planned and executed as per the Homes policies as well as applicable legislation
- Ensure records are kept in accordance with department, facility and county policies and procedures
- Formulate (in conjunction with Administrator) the operating budget for the division and monitor throughout the year
- Participate in all mandatory corporate training requirements (e.g., Equity training)
- Other duties as assigned



## What you'll bring

- A post-secondary degree or diploma with preference given to education related to Environmental Services
- A minimum of three (3) years experience in a management or supervision of Environmental Services in a healthcare setting,
- Leadership and human relations skills to direct, develop, motivate, and support staff in developing and achieving goals and objectives
- Knowledge and experience with HVAC, electrical, plumbing, carpentry, painting and general maintenance
- Knowledge of the Ontario Fixing Long Term Care Act and regulations
- Knowledge of evidence-based practices and, if there are none, prevailing practices relating to housekeeping, laundry and maintenance as applicable
- Knowledge, understanding & compliance of infection control & relevant legislation relating to Public Health Act/Ontario
- Valid Class G driver's license and access to reliable transportation required
- Satisfactory police vulnerable sector screening
- Two Step Tuberculosis test

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

## Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

Your past does not define your future. A criminal record will not necessarily disqualify you from employment with us. We evaluate each application individually.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by October 11, 2025. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.