

Currently seeking: Manager, Facility Operations

Location: Toronto, ON

Maxwell Management Group Ltd. is proud to partner with Humber Meadows Long Term Care (HMLTC) in search of a Manager, Facility Operations to join their team.

About:

Humber Meadows Long-Term Care (HMLTC) is a modern, not-for-profit home located in northwest Toronto, proudly operated in partnership with Humber River Health.

Home to 320 residents, we provide compassionate, person-centred care in a safe, inclusive, and nurturing environment. Our dedicated team is committed to enhancing quality of life through individualized care, meaningful engagement, and a strong sense of community.

Designed with comfort and connection in mind, Humber Meadows offers bright living spaces, nutritious home-style meals, and engaging programs that support physical, emotional, and social well-being.

Conveniently situated in Toronto, our home is part of a growing, dynamic community that values diversity, collaboration, and inclusion. With the support of Humber River Health and our passionate team, Humber Meadows Long-Term Care is more than a place to live. It's a place to belong, to thrive, and to call home.

Position Overview:

Reporting to the Executive Director, the Manager, Facility Operations is responsible for ensuring the safe and efficient operation of all building systems at Humber Meadows Long-Term Care (HMLTC), including heating, cooling, plumbing, electrical, life safety, and structural components. The Manager ensures the home remains in a state of good repair through regular audits, inspections, and compliance with all applicable regulations and policies.

This role also provides leadership in emergency management and IT services, supports the resolution of key issues related to Aramark-led operations, and works in close collaboration with colleagues at HMLTC and Humber River Health (HRH). The Manager is responsible for 24/7 on-call support for critical facility matters.

Responsibilities:

Operational Leadership

- Oversee the safe and efficient operation of all building systems, including HVAC, electrical, plumbing, life safety, and structural components.
- Develop and manage preventive maintenance programs, vendor contracts, and compliance inspections.
- Ensure facility policies, procedures, and standards align with HMLTC and Humber River Health (HRH) requirements.

Emergency Management

- Lead the development, training, and implementation of the Home's Emergency Management and Business Continuity plans.
- Maintain regulatory compliance through regular audits, drills, and safety reviews.

Information Technology & Systems Support

- Oversee IT systems, software licenses, and vendor relationships to ensure operational continuity; manages issues to ensure resolution.
- Collaborate with HRH and service providers to resolve technical and infrastructure issues.
- Ensure adherence to data security and system integrity standards.

People Leadership

- Lead and support the Engineering and Maintenance team through effective supervision, scheduling, and performance management.
- Promote a culture of accountability, collaboration, and continuous improvement.
- Ensure training, orientation, and development opportunities support staff safety and growth.

Financial & Strategic Management

- Develop and manage the departmental budget and multi-year capital plan.
- Monitor expenditures and ensure cost-effective use of resources.
- Support and ensure the resolution of key issues regarding Aramark-led operations.

Collaboration & Quality Improvement

- Partner with HMLTC and HRH teams to advance operational excellence and safety initiatives.
- Participate in committees and quality improvement projects focused on resident experience and sustainability.
- Ensure compliance with all legislative, regulatory, and accreditation requirements.

Qualifications:

- Post-secondary diploma or degree in Facilities Management, Engineering, Business Administration, or a related field.
- 3–5 years of experience managing 24/7 facility operations, maintenance, and building systems in a complex or critical environment; long-term care experience is an asset.
- Strong technical knowledge of HVAC, electrical, plumbing, and building automation systems (BAS).
- Familiarity with relevant codes and regulations, including the Ontario Building Code, Fire Code, Occupational Health & Safety Act, CSA, and ESA.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams).
- Valid Class “G” Ontario Driver’s License; CFM (Certified Facility Manager) designation or equivalent certification preferred.
- CPR/First Aid certification and knowledge of WHMIS are considered assets.

Why Join HMLTC:

- Be part of a modern, not-for-profit long-term care home operated in partnership with Humber River Health, committed to excellence in care, safety, and innovation.
- Play a key leadership role in maintaining a safe, efficient, and sustainable environment that directly supports residents, staff, and families.
- Work alongside a collaborative, mission-driven team that values professionalism, respect, and continuous improvement in everything we do.

Compensation:

- A highly competitive compensation package has been designed to attract star performers.

Please apply in confidence to:
Charline Lauria
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1-855-305-4078 ext. 202

Leaders Helping Leaders ... We Welcome Your Referrals!

If this opportunity is not a fit for your background and experience, please feel free to forward it to any interested colleagues.

We invite interested candidates to submit their resumes in confidence.

While we appreciate the interest of all applicants, we will contact only those selected for interviews.

We are equal-opportunity employers committed to an inclusive, barrier-free recruitment and selection process. We respect, encourage, and celebrate diversity.

If you are an applicant with disabilities and require accommodations, please let us know at the time of our contact so that we may arrange for their provision.