Job Description

Job Title: Manager of Environmental Services
Classification: Full Time/Exempt
Education Required: Associates Degree required; Bachelor’s highly preferred.
Reports to: Maintenance Department Head and Infection Control/Employee Health
Creation Date: 08/14/2013
Revised Date:

Job Summary
The Manager of Environmental Services will complete administrative tasks that include staffing allocations, developing work assignments, preparing biweekly payroll, conducting performance evaluations of staff and any other administrative projects as assigned by the Department Head or Infection Control/Employee Health Nurse. Develops and implements departmental policies and procedures with effective resource utilization to ensure compliance with regulatory agencies and internal standards. Interviews and selects candidates for positions in the Environmental Services Department. Develops, implements, and conducts basic training and ensures completion for staff of continuing in-service education programs.

Essential Duties & Responsibilities:

- Acts as liaison to departments in the hospital to ensure expedient response to patient and customer concerns.
- Trains, educates and develops staff to equip them with the basic skills for good customer service and to perform job duties/responsibilities in line with best practices of infection control.
- Makes rounds throughout the Hospital and other hospital buildings to inspect and check the work of employees to ensure proper cleaning/disinfecting techniques and adherence to cleaning schedules.
- Develops and ensures adherence to Environmental Services departmental budget. Provide explanations for budget variances, including overtime.
- Maintain knowledge of current Environmental Service processes and procedures.
- Monitors daily operations to ensure compliance with departmental quality standards.
- Supervises the activities of personnel by interviewing and making decision for hiring, training, coaching, evaluating and terminating employees.
- Communicates expectations to staff. Monitors and reviews staff performance on a regular basis.
- Maintains good rapport and cooperative relationships. Approaches conflict in a constructive manner. Helps to identify problems, offer solutions and participate in their resolution.
• Maintains the confidentiality of information pertaining to patients, physicians, employees and visitors to the Hospital.
• Assumes responsibility for performance of job duties in the safest possible manner to assure personal safety and that of subordinates and to report all preventable hazards and unsafe practices immediately to the Safety/Risk Manager.
• Other duties as may be assigned.

**Job Requirements**

**Education:** Associate’s degree in business or environmental management, or related field required; Bachelor’s degree highly preferred.

**Licensure/Certification:**

**Experience:**

Minimum of three (3) years of progressively more responsible experience in institutional environmental services with a minimum of two year’s supervisory experience. Interpersonal skills necessary to conduct effective environmental services quality measures and to communicate effectively with patients, visitors, staff and other customers. Analytical skills necessary to administer department and health system policies, budget and resolve operational and interpersonal problems in the area of responsibility, as well as skills necessary to supervise in a service organization. Must have good computer skills.

**Physical Demands Requirements:** Frequent standing, walking, stooping, bending and reaching. Good visual acuity. May frequently lift 50 lbs.