Director of Environmental Services Job Description

Job Title - Director of Environmental Services	**Reports to:** Chief Operating Officer
Job Code-	**Overtime Status: X Exempt (not eligible)_Non-Exempt(eligible)**
Department – Environmental Services	**Prepared by**: **Date:**
Facility -	**Approved by**: **Date:**

Job Summary
The incumbent will provide leadership, direction and managing for continuous improvement of the standard operating model within the facility; direct and coordinate all details associated with handlings of Facility Management for multiple sites; will provide leadership to staff and make sound business decisions in supporting the hospital's mission; and will support the hospital's vision to be a leader in providing the best facility for patient care, safety, service, and value. The incumbent will be an active team facilitator and strong communicator in emergency response.

Supervises
- Facilities Manager

Primary Responsibilities
- Acts as primary contact regarding all remodel projects within the facility
- Manage preventative maintenance systems
- Maintain building management systems
- Facilitate emergency response system drills
- Plan and facilitate meetings as well as make formal presentations to target audiences
- Perform facility audits
- Perform equipment/asset inventory
- Possess knowledge of contracts and proposals
- Completes and delivers yearly performance reviews of environmental services staff

Other Responsibilities
- Coordinate scheduling and managing subcontractors and vendors
- Supervise and/or perform on-call emergency services when needed
- Compose general and technical reports
- May develop and manage additional team members in the department including training, coaching and retaining
- Handle multiple priorities
- Contract facilities services such as telephone data, landscaping, and waste disposal

Education/Certifications/Licenses
- Bachelor's Degree required, Masters preferred in Healthcare Management, or equivalent
- Certified Healthcare Environmental Services Professional (CHESP) certification required
- Valid driver's license

Experience
- **Required- 5 Years** as a director of environmental health care and safety
- **Preferred-7 Years** as a director of environmental health care and safety

Special Skills/ Equipment
- Proficient in MS Office Suite; MS Project or PM software
- Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred

Contacts

Internal patients, providers, staff, and volunteers

External patients, providers, vendors, community agencies and advocates, and regulatory agencies

Physical, Mental Demands/Working Environment
Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.

Director of Environmental Services Job Description continued

General Activity	Number of Hours				
	None	*1-2*	*2-4*	*4-6*	*6-8*
Drive		X			
Sit			X		
Stand		X			
Walk		X			

Motion	*Up to 1/3 of shift*	*1/3 or more of shift*
Bend	X	
Squat	X	
Crawl	X	
Climb	X	
Reach	X	
Lift	X	
Carry	X	
Push	X	
Pull	X	
Twist	X	
Turn	X	

Use of Hands and Feet	*Gross Motor Function*	*Precise Motor Function*
Right Hand	X	
Left Hand	X	
Right Foot	X	
Left Foot	X	

Weight Lifted/Force Exerted	*Up to 1/3 of shift*	*1/3 or more of shift*
Up to 10 pounds		
Up to 25 pounds		
Up to 50 Pounds	X	
Up to 100 pounds		
More than 100 pounds		

Body Fluid Exposure	No	Yes <u>XXX</u>

Mental Demands		YES		YES
	Attention Span	X	Memory	X
	Concentration	X	Patience	X
	Conceptualization	X	Problem Solving	X
	Influence People	X	Relate to Others	X

Working Environment		YES		YES
	Indoor	X	Loud Noise	X
	Outdoor	X	Fumes	X
	High Temperatures	X	Confined Areas	X
	Low Temperatures	X	Radiation Area	X

List any other physical requirements: [type here]

Disclaimer

_____   _____   _____   _____

Employee-Print Name and Date   Employee Signature   Supervisor-Print Name and Date   Supervisor Signature