

Director of Environmental Services Job Description

Job Title: Director, Environmental Services	Reports to: Chief Operating Officer	
Job Code:	Overtime Status: Exempt (not eligible) [X] Non-Exempt (eligible) []	
Department: Environmental Services	Prepared by:	Date:
Facility:	Approved by:	Date:
<p>Job Summary: The director will provide leadership, direction and management oversight for continuous improvement of the standard EVS operating model within the facility. Leads all operational coordination for environmental services for one or multiple sites. Provides staff leadership, makes sound business decisions in support of the hospital's mission; and supports the hospital's vision to be a leader in providing the best facility for patient care, safety, service and value. Manages the day to day operations of the department; ensures a consistently high level of cleanliness and appearance to patients, visitors and staff.</p>		
<p>Supervises</p> <ul style="list-style-type: none"> Environmental services (large or multiple sites) and other areas as defined. 		
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> Develops a strategic plan for the department in alignment with overall organizational plan. Develops a departmental mission and vision statement, goals (Specific, Measurable, Achievable, Realistic and Time Framed (SMART)), objectives, and scope of services. Monitors key performance improvement activities (e.g., goals, key indicators, data collection, and effectiveness of process change). Formulates, communicates and analyzes budget, to include capital requests and expenses. Establishes a departmental dashboard to track, trend and report KPI's. Develops a comprehensive waste management program to include, but not limited to, goals, operation requirements, reporting procedures, manifests and documentation for all forms of waste. Ensure compliance with federal regulations, standards and professional standards related to work space design, labor, transport, and maintenance and operations of environmental services. Conducts performance reviews at least annually. Sets the standard for securing cleaning contractors for offsite care buildings to ensure competencies to meet standards and regulations. Oversees performance of all contractors for external care sites where environmental hygiene is performed. 		
<p>Other Responsibilities</p> <ul style="list-style-type: none"> Ensures all institutional permits, licenses and certificates are current and maintained (e.g., radios, medical waste generator registration). Calculates EVS departmental costs for new buildings or expansions. Integrates infection prevention and control guidelines and standards within environmental hygiene operations, including waste management, laundry and design and construction plans. Demonstrates working knowledge of health care life cycle analysis and costs to select and maintain furniture, finishes, wall coverings fabrics, window treatments, curtains, floor coverings and privacy/cubicle curtains. 		
<p>Education/Certifications/Licenses</p> <ul style="list-style-type: none"> Bachelor's degree required, master's preferred in hospitality, health care, business, or equivalent Certified Healthcare Environmental Services Professional (CHESP) certification required. Valid driver's license. 		
<p>Experience</p> <ul style="list-style-type: none"> Required – 5 years in Environmental services and/or hospital related departments Preferred – 7 years in Director or manager level experience particularly for management of staff 		
<p>Special Skills/ Equipment</p> <ul style="list-style-type: none"> Proficient in MS Office Suite required; MS Project, PM software, and EVS software systems preferred. Excellent verbal and written communication skills with ability to prepare and deliver executive-level presentations. Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese a plus. 		
<p>Contacts Internal: Patients, providers, clinicians, all staff, volunteers External: Patients, visitors, providers, vendors, community agencies and advocates</p>		
<p>Physical, Mental Demands/Working Environment <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>		

Director, 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: Operate all equipment necessary to perform the job in an emergency.

Disclaimer

ORGANIZATION NAME HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature