

## Manager, Environmental Services Job Description

<b>Job Title:</b> Manager, Environmental Services	<b>Reports to:</b> Director, Environmental Services	
<b>Job Code:</b>	<b>Overtime Status:</b> Exempt (not eligible) [X] Non-Exempt (eligible) [ ]	
<b>Department:</b> Environmental Services	<b>Prepared by:</b>	<b>Date:</b>
<b>Facility:</b>	<b>Approved by:</b>	<b>Date:</b>
<p><b>Job Summary:</b> The environmental services manager will provide leadership, direction and management oversight for continuous improvement of the standard EVS operating model within the facility. Provides staff leadership and makes sound business decisions in support of the hospital's mission and vision. Demonstrates leadership by providing an optimal environment for patient care, safety, service and value. Manages the day to day operations of the department and ensures a consistently high level of cleanliness and aesthetics to patients, visitors and staff.</p>		
<b>Supervises:</b> Environmental Services		
<p><b>Primary Responsibilities</b></p> <ul style="list-style-type: none"> <li>Evaluates and makes recommendations for environmental hygiene maintenance for new floor coverings, wall coverings, furnishings and interior finishes prior to purchase.</li> <li>Manages departmental budgets (e.g., capital, projects, supplies, operations).</li> <li>Ensures regulated medical waste is handled, packaged, stored and disposed of in accordance with federal and state regulations, and appropriate documentation is maintained.</li> <li>Manages the necessary and required resources for the environmental services department and provides recommendations for staffing levels, products and equipment. Completes all human resources responsibilities for interviewing, hiring, managing, staff development, corrective actions and/or staff engagement needs.</li> <li>Manages all quality improvement initiatives regarding training, auditing, inspecting, rounding, and making recommendations as needed.</li> <li>Collaborates with the EVS director to establish dashboard metrics to track operations and improvement initiatives.</li> <li>Promotes a culture of safety, hand hygiene, patient experience, as well as employee engagement and retention.</li> </ul>		
<p><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>Coordinates scheduling and oversees subcontractors and vendors.</li> <li>Supervises and/or performs on-call emergency services when needed.</li> <li>Compose general and technical reports.</li> <li>Establishes self as the Subject Matter Expert (SME) within environmental services, regulatory compliance, and training.</li> <li>Effectively employs computer programs and mobile devices evidenced by proper log ins, using applicable hardware or software, attaching files, composing appropriate email messages and appropriately using internet browsers or sites.</li> <li>Takes a customer centered approach when addressing the needs of and interacting with patients, visitors, guests, team members and other health care workers.</li> </ul>		
<p><b>Education/Certifications/Licenses</b></p> <ul style="list-style-type: none"> <li>Required – Certified Healthcare Environmental Services Professional (CHESP) certification.</li> <li>Preferred – Bachelor's Degree.</li> <li>Designated trainer status for Certified Health Care Environmental Services Technician (T-CHEST) or Certified Surgical Cleaning Technician (T-CSCT) a plus.</li> </ul>		
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li><b>Required</b> – Minimum 5 years in environmental services and/or acute care related service departments.</li> <li><b>Required</b> – 1 year in supervisory level experience, managing and scheduling staff.</li> </ul>		
<p><b>Special Skills/ Equipment</b></p> <ul style="list-style-type: none"> <li>Ability to clearly and effectively articulate and present information and respond to questions from managers, clients, customers, and the general public.</li> <li>Exhibits excellent interpersonal and communication skills and promotes a work environment that fosters positive energy, creativity, and teamwork among colleagues across all functional areas.</li> <li>Requires knowledge of Windows applications, Word, Excel, PowerPoint, SharePoint and related applications.</li> </ul>		
<p><b>Contacts</b></p> <p><b>Internal:</b> Patients, providers, staff, and volunteers.</p> <p><b>External:</b> Patients, providers, visitors vendors, community agencies and advocates.</p>		
<b>Physical, Mental Demands/Working Environment</b>		

Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.

<b>General Activity</b>	<b>Number of Hours</b>				
	<b>None</b>	<b>1-2</b>	<b>2-4</b>	<b>4-6</b>	<b>6-8</b>
	Drive	X			
	Sit			X	
	Stand			X	
Walk			X		
<b>Motion</b>	<b>Up to 1/3 of shift</b>			<b>1/3 or more of shift</b>	
	Bend	X			
	Squat	X			
	Crawl	X			
	Climb	X			
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist	X			
	Turn	X			
<b>Use of Hands and Feet</b>	<b>Gross Motor Function</b>			<b>Precise Motor Function</b>	
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
	Left Foot	X			
<b>Weight Lifted/Force Exerted</b>	<b>Up to 1/3 of shift</b>			<b>1/3 or more of shift</b>	
	Up to 10 pounds	X			
	Up to 25 pounds	X			
	Up to 50 Pounds				
	Up to 100 pounds				
	More than 100 pounds				
<b>Body Fluid Exposure</b>	<b>No</b>			<b>Yes <u>XXX</u></b>	
<b>Mental Demands</b>	<b>YES</b>		<b>YES</b>		
	Attention Span	X	Memory	X	
	Concentration	X	Patience	X	
	Conceptualization	X	Problem Solving	X	
Influence People	X	Relate to Others	X		
<b>Working Environment</b>	<b>YES</b>		<b>YES</b>		
	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.

**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