

System Director of Environmental Services Job Description

Job Title: System Director Environmental Services	Reports to: Health System VP Operations	
Job Code:	Overtime Status: Exempt (not eligible) [X] Non-Exempt (eligible) []	
Department: Administration	Prepared by:	Date:
Facility: Corporate	Approved by:	Date:
<p>Job Summary: Reporting to the health system vice president of operations and working collaboratively with environmental services directors across multiple facilities, the system director is responsible for providing strategic leadership and oversight of all EVS service lines throughout system. Identifies and monitors individual and consolidated service line finances with emphasis on cost saving opportunities consistent with accepted professional standards. The system director is accountable for facilitating standardization of products, services, training, departmental branding as well as for quality and service outcomes for departmental performance throughout the health system. The system director is also responsible for oversight of EVS related services in system related non-acute care EVS service delivery in a safe, efficient and cost effective manner.</p>		
<p>Supervises</p> <ul style="list-style-type: none"> • Environmental services directors and contracted services system wide. • Other related service line directors as assigned. 		
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> • Directs strategic planning sessions with health system EVS directors to develop strategic and operational plans for all EVS service lines that may include but are not limited to environmental hygiene, waste management, laundry and linen processing, patient and fleet transportation. • Works with EVS directors to establish annual cost savings targets across the system with assigned responsibilities and targets. • Provides monthly KPIs reviews and quarterly balanced scorecard reports for all EVS departments • Analyzes current departmental spend by service area, contract compliance, and rebate percentages for all EVS departments across the system. • Analyzes linen and supply cost, net revenue per adjusted patient day (APD); ensures linen committees and efficiency programs are implemented across the system. • Identify and target opportunities to standardize EVS products and reduce expense across all EVS Departments in the system, identifying implementation accountabilities with direct reports. • In collaboration with the system VP of operations, conducts monthly meetings with EVS leadership to update system wide Initiatives including review of patient experience data, knowledge exchange on best practices, networking with colleagues, review of financial performance against industry standards and to support collaborative health system wide projects. • Together with all EVS Directors, define and manage productivity standards, standardized policies and procedures, and health system EVS initiatives (D/C Cleaning, linen management, product standardization, etc.). • Assists EVS Directors in the maintenance and monitoring of budget and preparing for acquisition of capital equipment. • Works with EVS directors to ensure education, training and development of EVS staff through professionally accepted competency standards. Assists in identifying accepted competencies, orientation, training, and in-service programs for EVS Staff as needed across the system. • Negotiate and evaluate all EVS service contracts, understand legal terms and language, identify costs and operational scope defined in contracts. 		
<p>Other Responsibilities</p> <ul style="list-style-type: none"> • Supports system wide patient experience initiatives, promotes patient and customer service as a value; ensures director accountability for service, service recovery, solutions, practices, and procedures are executed for system level desired outcomes. • Maintains consistent high visibility and accessibility within all facilities, to include documented monthly schedule. • Ensures on-going communication with and between all EVS directors, clinicians, infection prevention , support services and administrators • Facilitate peer review audits in each hospital at least annually 		

Education/Certifications/Licenses

- Bachelor's degree in hospitality management, facilities management, or related field required, Master's degree preferred.
- 8 to 10 years of continuous acute care EVS director level experience accepted in lieu of a master's degree.
- CHESP required.
- Certificate of Mastery in Infection Prevention (CMIP) preferred.

Experience

- Minimum 5 years' experience as an environmental services director in an acute care setting required.
- Prior experience in managing multiple EVS operations preferred.
- Previous experience in health system management preferred.

Special Skills/ Equipment

- Excellent written and oral communication skills.
- Proficiency in Microsoft Office applications, health system EHI and financial management software, as well as discipline-specific EVS applications, purchasing, vendor applications and others as required.
- Equipment management-working knowledge of EVS floor care equipment.
- Possesses strong working knowledge of EVS product and chemical selection based on infection prevention and environmental hygiene best practices. Communicate understanding of environmental hygiene requirements needed to make evidence based product recommendations system wide.
- Demonstrates communication style required to build consensus across diverse teams.
- Analytical skills – ability to comprehend and analyze options to determine best decision for patients, facility, department and the system.
- Basic Skills – able to perform mathematical calculations, balance and reconcile figures, punctuate properly, spell correctly and transcribe accurately.

Contacts

- Inpatients/outpatients
- Visitors, guests, family members
- Physicians, nurses and other medical staff
- Staff, administrators and executive team members
- External service providers, contractors

Physical, Mental Demands/Working Environment

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

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive					
Sit			X		
Stand				X	
Walk			X		
Motion	Up to 1/3 of shift		1/3 or more of shift		
	Bend				
	Squat				
	Crawl				
	Climb				
	Reach				
	Lift				
	Carry				
	Push				
	Pull				
	Twist				
Turn					
Use of Hands and Feet	Gross Motor Function		Precise Motor Function		
	Right Hand	X			X
	Left Hand	X			X
	Right Foot	X			X
Left Foot	X			X	
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift		
	Up to 10 pounds	X			

	Up to 25 pounds	
	Up to 50 Pounds	
	Up to 100 pounds	
	More than 100 pounds	
Body Fluid Exposure	No	Yes <u>X</u>
Mental Demands	YES	YES
Attention Span	XX	Memory XX
Concentration	XX	Patience XX
Conceptualization	XX	Problem Solving XX
Influence People	XX	Relate to Others XX
Working Environment	YES	YES
Indoor	X	Loud Noise X
Outdoor travels between facilities	X	Fumes
High Temperatures		Confined Areas rarely X
Low Temperatures		Radiation Area occasionally X

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES 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