Provincial Job Description

TITLE:
(096) Environmental Services Supervisor

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises Environmental Services staff and operations to ensure the overall cleanliness of the facility.

QUALIFICATIONS:

- **Grade 12**

KNOWLEDGE, SKILLS & ABILITIES:

- **Basic computer skills**
- **Organizational skills**
- **Leadership skills**
- **Communication skills**
- **Interpersonal skills**
- **Ability to work independently**
- **Driver's license, where required by the job**

EXPERIENCE:

- **<u>Previous:</u> Twenty-four (24) months previous experience working in a health care Environmental Services environment to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Supervision

- **Supervises, prioritizes workload, schedules staff and deals with staff payroll issues.**
- **Provides orientation, training and in-service education to Environmental Services staff.**
- **Assigns/oversees routine/project cleaning.**
- **Ensures staff compliance with policies and procedures and environmental safety guidelines.**
- **Ensures disposal of sharps, broken glass and biohazardous waste, as per departmental procedures and policies, and picks up recyclables.**
- **Ensures infection control, isolation techniques and universal precautions are followed.**
- **Conducts routine inspections to ensure standards of cleaning are being maintained and completes applicable reports (e.g., Quality Assurance/Quality Control).**
- **Attends/organizes department meetings and in-services.**
- **Documents daily, weekly, monthly and annual cleaning schedules.**
- **Reports any unsafe conditions or maintenance concerns.**
- **Monitors, documents and communicates staff performance to manager.**
- **Provides input into staff selection.**

B. Administration

- **Ensures materials safety data sheets are updated.**
- **Compiles statistics for month-end reports.**
- **Revises work schedules and routines.**
- **Liaises with other departments regarding Environmental Services needs.**
- **Distributes and collects keys.**
- **Facilitates set-up of various functions, as required.**
- **Assists with the development of department budgets and ensures adherence.**
- **Assists with selection of department equipment and cleaning products.**
- **Assists with development of policies and procedures.**

C. Inventory / Equipment

- **Orders department supplies.**
- **Ensures equipment is properly maintained.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:	***SEIU:***
SGEU:	***SAHO:***

Date: November 18, 2026