



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:

- ◆ **Previous:** 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: October 17, 2019