



# *Provincial Job Description*

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**TITLE:**  
**(096) Environmental Services  
Supervisor**

**PAY BAND:**  
**12**

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**FOR FACILITY USE:**

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**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 and leadership skills
- ◆ Communication and interpersonal skills

**EXPERIENCE:**

- ◆ Previous: Twenty-four (24) months previous experience working in an institutional 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 and ensures supplies are available to staff.
- ◆ Ensures equipment is maintained and available.

*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.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: June 26, 2005***

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