


Job Evaluation Rating Documentation

CUPE, SEIU, SGEU, SAHO 	Job Title <u>Environmental Services Supervisor</u> Date <u>October, 2000</u> Revised Date <u>2004</u> Revised Date _____	Code <u>096</u>
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Decision Making Plans and organizes activities for environmental services. Duties include changing routines and developing short term plans for emergency or unusual situations such as chemical spill clean-up and disposal. Prioritizes and arranges work schedules/staff to meet unexpected needs (e.g., pest control, infection issues, seasonal cleaning).	Degree <u>3.5</u>
Education Grade 12.	<u>2.0</u>
Experience Twenty-four (24) months previous experience in institutional environmental services to consolidate knowledge and skills. Twelve (12) months on the job to learn scheduling, budgeting and collective agreements and to consolidate administrative/supervisory skills and become familiar with region/facility/department policies and procedures.	<u>6.0</u>
Independent Judgement Plans and organizes activities for environmental services to achieve desired outcomes. Has choice of methods/procedures and exercises judgement associated with work schedules, cleaning priorities and staffing to meet unexpected needs (e.g., reorganizing work force during emergent situations).	<u>3.5</u>
Working Relationships Conducts routine inspections to ensure standards of cleaning are being maintained and completes applicable reports. Has regular contact with other departments and suppliers requiring tact and discretion when providing environmental services.	<u>3.0</u>

Impact of Action	Degree
Determines and allocates resources and ensures the delivery of Environmental Services meet quality and service standards. May cause serious results through breakdown in equipment or services as a result of inadequate planning (e.g., training, operating procedures).	<u>3.0</u>
Leadership and/or Supervision Responsible for operation of the environmental services department. Assigns and checks work of staff. Schedules and replaces staff.	<u>4.0</u>
Physical Demands Occasional physical effort such as lifting, kneeling and bending with regular walking while inspecting. Handles/delivers inventory.	<u>1.5</u>
Sensory Demands Regular sensory effort such as conducting inspections, communication, writing reports and computer operation.	<u>2.0</u>
Environment Little exposure to major conditions such as chemicals, multiple deadlines and interruptions.	<u>2.0</u>