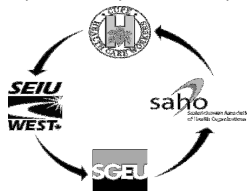


Job Evaluation Rating Documentation

CUPE, SEIU, SGEU, SAHO 	Job Title <u>Environmental & Laundry Services Supervisor</u> Date <u>Sept 14, 2012</u> Revised Date _____ Revised Date _____	Code <u>468</u>
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Decision Making Plans and organizes activities for environmental & laundry 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).	Degree <u>3.5</u>
Education Grade 12.	<u>2.0</u>
Experience Twenty-four (24) months previous experience in an institutional Environmental and/or Laundry Services environment 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 department/ facility/ region policies and procedures.	<u>6.0</u>
Independent Judgement Coordinates and ensures set standards are followed through the application of generally accepted practices. Work involves a choice of methods, procedures, analysis and trouble shooting when dealing with production and work flow issues.	<u>4.0</u>
Working Relationships Requires tact when acquiring services of outside contractors (e.g., broken equipment). Uses persuasion when securing cooperation of other departments (e.g., performing seasonal cleaning projects, shutdowns and other region initiatives).	<u>3.5</u>

Impact of Action	Degree
Determines and allocates resources and ensures the delivery of Environmental & Laundry 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 & laundry 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 and training. Maintains department 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 Occasional exposure to major conditions such as chemicals, odours and interruptions.	<u>3.0</u>