

Champaign County Job Description

Job Title: Director of Environmental Services

Department: Environmental Services

Reports to: Nursing Home Administrator

FLSA Status: Exempt

Prepared Date: June, 2011

SUMMARY Responsible for overall management of housekeeping, laundry, central supply, and maintenance personnel to ensure a clean, safe and orderly living environment for residents of the Champaign County Nursing Home.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Solely responsible for the housekeeping, maintenance, central supply, and laundry services for the facility. The primary function of this position is to ensure nursing home residents enjoy a clean, well maintained, orderly living environment.

Authority to make administrative decisions with regard to the hiring, training and assignment of personnel, recommending employee promotions and terminations.

Develops systems and programs for maximizing the effectiveness of the housekeeping, laundry, central supply, and maintenance functions.

Oversees the purchases of cleaning supplies, chemicals, paper products, resident personal hygiene products, office supplies, maintenance supplies, and departmental equipment as needed to meet department demands.

Complies with Illinois Department of Public Health and State Fire Marshall directives pertaining to the Nursing Home's fire and safety program.

Leads facility disaster planning efforts including maintaining a comprehensive disaster plan in coordination with the facility management team and EMA, conducting regular fire drills as required by State statute, maintaining emergency supplies, and performing all staff training.

Refers decisions that require policy changes and approval of outside contracts to the Nursing Home Administrator.

SUPERVISORY RESPONSIBILITIES Hires, trains, assigns, directs and supervises housekeeping, maintenance, laundry, and central supply activities of subordinates. Reporting to this position are 3 Intermediate Housekeepers, 11 Housekeepers, 3 Maintenance Workers, 1 Central Supply Clerk, 4 Laundry Workers, and 1 Laundry Supervisor.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Completion of high school, or equivalent GED; Associate Degree or equivalent combination of education and experience; and at least three years of supervisory experience, preferably in a skilled nursing facility in environmental services. Strong knowledge of facility mechanical systems, security systems, telephone, and related equipment is preferred. Supervisory experience is required.

LANGUAGE SKILLS Ability to read and interpret documents such as rules, equipment and software operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees and to deal one-to-one with the public. Requires good knowledge of the English language and spelling.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to computer rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to handle a number of administrative functions independently. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Normal physical demands are necessary to perform the essential functions of the job. While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand; stoop; kneel; crouch; and use hands to finger, handle or feel. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office working conditions. The noise level in the work environment is quiet to moderate.