

CENTRAL MONTANA MEDICAL CENTER  
**POSITION DESCRIPTION**

Position Title	Environmental Services Supervisor	Grade	
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Department	Environmental Services (ES)	Exempt	
Immediate Supervisor	Support Services Manager	Non-exempt	<b>X</b>
Supervisor next in line	Ancillary Services Director	Workweek	

**POSITION SUMMARY**

First line supervision of housekeeping employees engaged in facility cleaning activities. Receives work assignments from Support Services Manager. Establishes daily work schedule, assigns duties, issues supplies and equipment and inspects completed work. Recommends to Support Services Manager personnel actions such as promotions, demotions, transfers or discharges. Aides in selecting and/or trains new employees. Reviews procedures to assure efficient and standardized work methods.  
This is a working supervisor position with a minimum of 60 hours working within the department and 20 hours will be dedicated for clerical/management tasks per pay period.

**Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:**

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

**Minimum Education, Experience, Licensure, Certification required:**

High School or equivalent  
Sufficient previous experience in housekeeping functions.  
Preferred supervisory experience in housekeeping functions.

**ESSENTIAL FUNCTIONS/DUTIES:**

(Must be able to perform with or without accommodation)

- 1 Aides with audits and gathering data for Quality Assurance and Infection Prevention.
- 2 Recommends adjustments when creating and maintaining policy and procedures.
- 3 Aides with interviews and hires employees with Support Services Manager
- 4 Responsible creating work schedules for Environmental Services
- 5 Conducts investigations with department manager and recommends disciplinary actions.
- 6 Recommends actions for employees evaluations
- 7 Responsible for training/counseling staff on protocol and departmental/facility policy.
- 8 Leads and works with cleaning crew in assigned areas.
- 9 Inspects supplies and requisitions them from stock.
- 10 Demonstrates use of cleaning materials and equipment and explains methods of cleaning to ensure the most efficient and economical use of materials and manpower.
- 11 Tours and inspects project areas for quality of work performed and adherence to established policies and procedures.
- 12 Instructs personnel in use of new equipment, cleaning techniques/methods, and cleaning agents.
- 13 Requisitions consumable supplies for the Environmental Services department.
- 14 Performs other related duties as assigned or requested.

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**Knowledge, Skills, Abilities:**

**Knowledge** in supervisory experience in housekeeping functions of basic housekeeping skills.  
**Communication** skills to effectively relate to subordinates/coworkers.  
**Ability** to work effectively with co-workers, other CMMC employees, and general public.  
**Ability** to adapt to fluctuations in workload.  
**Judgement** to demonstrate as sound and fair practices. Seek guidance and direction when needed.

**OCCUPATIONAL EXPOSURE** for this position:

	<b>Category I</b>	Direct contact with blood or other bodily fluid to which universal precautions apply
<b>X</b>	<b>Category II</b>	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	<b>Category III</b>	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

**OTHER EXPOSURE** for this position:

	<b>Radiation</b>	
	<b>Noise</b>	
<b>X</b>	<b>Other (Specify)</b>	Exposed to housekeeping/cleaning agents/chemicals. Work in precarious or high locations (ladders, scaffolding etc.)

**PHYSICAL DEMANDS:**

(Essential functions strength rating for position - see Job Analysis)

	<b>Sedentary</b>	Exert up to 10# occasionally or negligible force frequently
	<b>Light</b>	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
<b>X</b>	<b>Medium</b>	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	<b>Heavy</b>	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	<b>Very Heavy</b>	Exert > 100# occasionally, > 50# frequently or > 20# constantly

**I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.**

Employee's Signature	Supervisor's Signature	Date