



Job Code: 2420

Grade: 12

HCWR: N

Job Title

Building Service Supervisor

Department

Environmental Services

Job Summary

Under supervision, has responsibility for providing satisfactory housekeeping services in the hospital complex, performs related duties as required.

Typical Duties

- Directly supervises the work activities of the Building Service Workers
- Plans and directs the work activities of all housekeeping personnel
- Plans work schedules and assigns hours and area of work to housekeeping personnel in assigned area or as required
- Instructs personnel in the use of new equipment and cleaning methods
- Tours hospital building(s) on a continuous basis to observe, instruct, and correct housekeeping personnel performing their duties and to determine that instructions are followed and safety rules are observed
- Inspects Environmental Services equipment used to determine need for new parts, repairs, etc. Inspects damage to floors, walls, furnishings, fixtures and prepares requisition for maintenance if in need of repairs
- Maintains inventory of necessary materials, supplies and equipment
- Maintains records on housekeeping personnel assigned to area(s) under his/her supervision
- Prepares a wide variety of reports concerning such topics as attendance of employees, amount of work accomplished in a given time period and operating problems that arise. Familiar with hospital regulations, policies and procedures, union contracts, disciplinary and grievance procedures
- Maintains relationship with administrative personnel in the complex about matters that relate to housekeeping services
- Attends meetings concerned about housekeeping services

Minimum Qualifications

- High School Diploma or equivalent
- Two (2) years' experience performing environmental services in a large institution

Preferred Qualifications

- Minimum one (1) year of supervisory experience, preferred

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge and proficiency of how to operate or use sanitation and maintenance equipment such as a buffer, stripper, etc., cleaning, and waxing materials
- Ability to read and write English: to follow oral and written instructions
- Ability to organize and schedule work so that it can be complete within the allocated time
- Ability to work effectively with co-workers, Department of Correction staff, and patients



Knowledge, Skills, Abilities and Other Characteristics

- Ability to plan and supervise the work of others activities of others
- Regular bending, lifting, carrying, pulling, and pushing; ability to lift 40lbs

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.