

Human Resources  
750 S. Wolcott  
Room: G-50  
Chicago, IL 60612



Job Code: 6693  
Grade: 24  
FLSA: Exempt

**Standard Job Description**

<u>Job Title</u>	<u>Department</u>
Director of Environmental Services	Environmental Services

**Job Summary**

The Director of Environmental Services is responsible for maintaining a safe and sanitary environment supporting Cook County Health & Hospitals System (CCHHS). Reviews productivity, quality control, and operating reports in effort to enhance workflow efficiency throughout CCHHS. Works with engineering and maintenance staff to develop preventable maintenance programs.

This position is exempt from Career Service under the CCHHS Personnel Rules.

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meeting

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCHHS system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCHHS management policies practices
- Access and proficiently navigate CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

*Management*

- Contribute to the management of CCHHS staff and CHHSS' systemic development and success
- Discuss and develop CCHHS system policy and procedure
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

### **Typical Duties**

- Directs and manages the day-to-day performance of housekeeping and custodial staff in an effort to provide quality services and operational efficiency
- Develops, implements, and enforces strategic plans and goals in an effort to continuously maintain a clean and sanitary environment
- Ensures compliance with infection prevention, safety, Occupational Health and Safety Administration (OSHA), Joint Commission, and regulatory standards
- Interviews, hires, and trains new staff members
- Conducts employee performance evaluations and takes disciplinary action when needed in accordance to CCHHS policy and procedures
- Reviews productivity, quality control, and operating reports
- Works to plan, develop, and implement new methods and procedures designed to improve operations, minimize operating costs, and create more effective utilization of labor and materials
- Maintains and implements sanitary, safety conditions, and training to adhere to auditing procedures and statutory regulations
- Performs routine safety audits and inspections throughout various CCHHS locations
- Conducts safety training and works with staff to ensure proper safety techniques are enforced on a daily basis
- Communicates to staff any changes or updates to workplace processes and maintenance schedules; provides guidance on projects and other assigned tasks
- Develops working relationships with external vendors and consultants to support operational efficiency
- Monitors and maintains inventory and supply levels to prevent shortages; authorizes purchases and distribution of materials as needed
- Ensures compliance with all contract obligations
- Prepares, monitors, and manages departmental budget to ensure the department operated in compliance with allocated funding
- Complies with local, state, and federal legal requirements
- Develops safety reports and advises management and staff of needed actions
- Participates in Safety, Emergency Preparedness, Quality Improvement, and other committees
- Conducts staff meetings with management and participates in department meetings to discuss operational goals

### **Reporting Relationships**

Reports to the Executive Director of Facilities

### **Minimum Qualifications**

- Bachelor's degree from an accredited college or university
- Five (5) years of full-time work experience as a Director of Environmental Services in a healthcare system consisting of 400 beds or more
- Prior full-time work experience utilizing Occupational Health and Safety Administration (OSHA) guidelines in prevention of safety and health hazards (i.e. clean-up a chemical spill using proper gloves and/or mask, using proper lifting methods and support)

### **Preferred Qualifications**

- Master's Degree in Management
- Certified Healthcare Environmental Services Professional (CHESP)

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of OSHA, Hazmat, and Health Department regulations, including, but not limited to, local and state regulations, infection control, and safety codes
- Knowledge of safety policies, procedures, and external regulations to handle accidents and/or emergencies
- Practical knowledge of day-to-day cleaning in a long-term care facility or related healthcare facility
- Excellent program development, management and leadership skills
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrate analytical and organizational, problem-solving, critical thinking and conflict management/resolution skills
- Demonstrate good team building and communication
- Ability to train by presenting concepts and demonstrating tasks
- Ability to prioritize, plan and organize projects and tasks
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team

**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.

Approval: Samuel Williams 10-27-2016  
Samuel Williams Date  
Executive Director of Facilities

Approval: \_\_\_\_\_  
Gladys Lopez Date  
Chief of Human Resources