HOSPITAL ENVIRONMENTAL SERVICES AIDE

DEFINITION
Under supervision, cleans, maintains and keeps assigned areas of Natividad Medical Center (NMC) in sanitary condition; performs related work as required.

DISTINGUISHING CHARACTERISTICS
This is the journey-level class in the Hospital Environmental Services Aide class series. Positions in this class are assigned to the Environmental Services Department at Natividad Medical Center, to perform routine cleaning work in keeping the Hospital clean and sanitary. Assignments may be to specific departments such as OR (Operating Room) or NICU (Neonatal Intensive Care Unit) or may be general, such as office areas, waiting rooms, floors and hallways.

The Hospital Environmental Services Aide class is distinguished from the next higher class of Hospital Senior Environmental Services Aide in that the latter is the lead class responsible for performing cleaning work, for training new Hospital Environmental Services Aides and providing supervision in the absence of the Hospital Supervising Environmental Services Aide.

The Hospital Environmental Services Aide series is distinguished from the Custodian series in that the primary work of the former is to maintain aseptic conditions throughout a medical institution.

EXAMPLES OF DUTIES
Nothing in this specification restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Depending on the assignment, the incumbent:

1. Collects waste from assigned areas of Hospital including medical biohazardous materials, pathology materials and “sharps” in accordance with Hospital Infection Control policies.
2. Collects and transports contaminated and dirty laundry; delivers laundry to vendor collection site.
3. Maintains a safe work environment. This includes, but is not limited to, use of equipment and supplies, observation of safety hazards, including contraband and patient activities when out of the norm, and notifying supervisor of findings while maintaining confidentiality and professional boundaries.
4. Sweeps, scrubs, and mops floors; strips, waxes, and polishes floors using light and heavy powered scrubbers and buffers. Vacuums, spot cleans, and shampoos rugs, using light and heavy vacuum cleaners, and in accordance with approved methods of carpet cleaning. Adjusts, cleans, and oils these machines, and changes brushes, rollers, buffers, and other attachments on them.
5. Cleans and disinfects patient rooms, restroom, beds and other furniture; moves beds during patient transfers.
6. Washes, dusts and polishes furniture, woodwork and shelves; empties and cleans waste receptacles; cleans walls, fountains, and windows; dusts all intake and exhaust vents, light fixtures and other furnishings; picks up and stocks supplies.
7. Maintains security of building as appropriate, locks doors and turns off lights; keeps utility storage area and custodial equipment clean and in good order; makes reports on areas in need of repair and of safety hazards; some positions may raise and/or lower the flag.
9. Responds to emergency situations such as water leaks and sewer back-ups as required.
10. Maintains simple records such as time of rounds or a description of incidents.
11. Observes and reports conditions which may indicate vandalism, illegal entry or fire hazard.
12. May change and hang clean curtains, drapes and cubicle curtains, move furniture and equipment for cleaning and rearrangement, and replaces lights in a hospital setting.
13. Assists in the set up of meeting rooms.
14. May be required to operate a motor vehicle.
15. May oversee the work of volunteers.

QUALIFICATIONS
A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:
Working knowledge of:
1. Methods, supplies and equipment used in sanitizing, cleaning and maintaining hospital buildings.
2. Typical biohazards in a hospital setting.
3. Hospital protocols and priorities regarding the clean up of spills, blood, etc.
4. Safe working practices and techniques.

Skill and Ability to:
1. Use and maintain janitorial equipment and tools properly.
2. Apply approved methods of cleaning to everyday cleaning assignments.
3. Use power cleaning equipment such as vacuum cleaners and buffing machines.
4. Perform a variety of manual tasks
5. Plan and complete assigned duties on a regular schedule; follow oral and written directions.
6. Observe safe work practices and procedures.
7. Read and understand signs, labels and work schedules written in English.
8. Understand and carry out oral and written directions.
9. Maintain good working relationships with others.

REQUIRED CONDITIONS OF EMPLOYMENT
As a condition of employment, the incumbent will be required to:
1. Read and understand signs, labels and work schedules written in English.
2. Incumbent may be required to work overtime, irregular hours, variable shifts, evenings, weekends and holidays.
3. Pass a pre-employment physical/medical assessment and background check.
4. Be willing to work in an environment with potential exposure to potentially hazardous and infectious substances/organisms such as bodily fluid or blood.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING
Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:
Six months experience in janitorial or light building maintenance; or
Any combination of training, education and experience that would provide the required knowledge and abilities.

**PHYSICAL AND SENSORY REQUIREMENTS**

The physical and sensory abilities required for this classification include:

1. Mobility and ability to lift, push, pull and/or carry a minimum of 25 pounds such as laundry carts, floor-buffing machines.
2. Mobility to climb and work aloft at heights of up to 20 feet; ability to reach areas for cleaning, repair and maintenance.
3. Manual dexterity and ability sufficient to reach, grasp and manipulate and operate standard cleaning equipment such as carpet shampooers, vacuum cleaners, etc.
4. Mobility to stand, stoop, kneel, reach and bend to perform strenuous physical labor such as moving beds and cleaning windows and walls.
5. Vision sufficient to see well enough identify color and to read instructions.
6. Hearing sufficient to function in a typical hospital environment.
7. Smell sufficient to detect potentially hazardous chemicals such as propane, chlorine, and hydrogen sulphide.

**CLASS HISTORY**

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**CLASS DATA**

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Prepared by: Gerta McClay, SPHR, IPMA -CP
Management Specialist

Approved by:

_/s/_ Janine Bouyea, NMC Human Resources Administrator
County Administrative Office

_9/16/2008_

Date