HOSPITAL DIRECTOR OF ENVIRONMENTAL SERVICES

DEFINITION
Under administrative direction, manages and directs the work of the Environmental Services Department of Natividad Medical Center to ensure that all infection control standards are met. Responsible for implementation of an integrated waste management program including infectious and biohazardous waste disposal, recycling and waste prevention programs, linen distribution and collection. Performs related duties as required to ensure aseptic/sanitary conditions are maintained.

DISTINGUISHING CHARACTERISTICS
The Hospital Director of Environmental Services is a single position, management classification, reporting directly to the Assistant Administrator. The incumbent is responsible for directing the activities of a department engaged in developing and implementing an integrated waste management program including infectious and biohazardous waste disposal, recycling and waste prevention programs, linen distribution and collection. The incumbent has considerable latitude in the application of policy and follows general guidelines or professional and administrative standards in accomplishing assignments. The incumbent is expected to identify policy issues and work with other staff to develop options and recommend solutions. Review of work is occasional or on a problem basis, with the incumbent presenting alternative courses for policy decision. In addition, the incumbent is responsible for establishing and maintaining positive work relations with vendors and other agencies. The Hospital Director of Environmental Services is distinguished from the Hospital Supervising Environmental Services Aide in that the latter oversees the daily housekeeping, custodial and janitorial activities of the department.

EXAMPLES OF DUTIES
Nothing in this specification restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

1. Participates as a team member in the work of the department’s management team, understanding and implementing assigned duties and responsibilities to support team goals and objectives, working cooperatively with other team members, receiving and sharing information, soliciting input, identifying operational and interpersonal issues, and participating in problem solving.
2. Plans, organizes, and directs programs which encourage environmentally sound and cost effective methods for infection control, disposal of garbage, recovery of recyclables and waste prevention.
3. Develops new and reviews existing programs; recommends and directs implementation of changes.
4. Provides technical expertise to other departments and divisions.
5. Reviews and analyzes federal, state and local infection-control, biohazard and environmental legislation for its impact on NMC.
6. Develops and recommends environmental services policies to Administration.
7. Prepares and reviews a variety of complex and comprehensive reports.
8. Works with other public agencies to develop programs to address infection-control, biohazard and environmental problems.
9. Represents NMC in meetings with public officials, regulatory bodies, the business community, members of policy and advisory boards, community and civic groups, and the public.
10. Explains programs and procedures.
11. Serves as the liaison with biohazard and waste management franchise holders.
12. Directs the preparation and administration of the Environmental Services Department budget.
13. Recommends and justifies program goals and related financial and staff resource needs.
14. Accounts for the effective use of allocated resources.
15. Negotiates contracts with contractors and consultants, including preparing and directing the preparation of requests for proposals, reviewing and evaluating proposals, and developing contracts.
16. Monitors implementation of contracts for compliance and levels of service.
17. Directs and coordinates the work of subordinate exempt and nonexempt staff.
18. Manages the hiring, training, promotion, evaluation, and discipline of hospital housekeeping/custodial employees.
19. Monitors and reviews employee productivity and performance, staff development, and program implementation for customer satisfaction, efficiency, effectiveness, work priorities, and compliance with laws, rules, regulations, and standards.
20. Ensures that staff is provided with resources and technology necessary to provide excellent customer service while ensuring that aseptic conditions are met and maintained.
21. Develops and implements employee development plans.
22. Evaluates staff performance, provides employee counseling and recommends employee discipline, participates in the selection of new employees.
23. Performs housekeeping duties as needed.

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

Knowledge and Skills:

Thorough knowledge of:
1. JCAHO, Federal, State and local laws, regulations, and codes pertaining to biohazardous and infectious waste management
2. Environmental issues and concerns related to solid, hazardous and recoverable waste collection and disposal
3. Solid waste and recycling programs
4. Principles and practices of effective management and supervision, including long- and short-range planning
5. Principles and practices of contract negotiation and administration
6. Group and interpersonal dynamics
7. Written and oral communication techniques and methodologies
8. Principles and practices of public administration
9. Program planning and implementation
10. Hazardous materials and hazardous waste storage, treatment and disposal
11. Computer systems and applications

Working knowledge of:
1. Marketing, public information, and community relations concepts including negotiation techniques and presentation skills
2. Cost elements and revenue sources connected to waste collection, disposal and recovery;
3. Budget development and administration, including cost analysis.

Skill and Ability to:
Hospital Director of Environmental Services

1. Plan, develop and implement an integrated waste management programs, coordinating with other agencies
2. Analyze issues, legislation, regulations and court decisions
3. Develop and recommend alternative solutions
4. Prepare comprehensive complex reports, negotiate and manage contracts, prepare and administer department budgets
5. Present ideas persuasively in both oral and written formats
6. Identify and analyze complex technical, operational and administrative problems and evaluate alternative solutions, and recommend or adopt effective changes
7. Manage, select, train, motivate and evaluate professional, technical and clerical staff
8. Develop and maintain effective working relationships with individuals and with groups
9. Conduct cost analyses and administer program budgets
10. Make decisions and independent judgments
11. Speak to community groups and the general public
12. Communicate effectively with individuals from a variety of ethnic and socio-economic backgrounds
13. Effectively use computer systems and applications

REQUIRED CONDITIONS OF EMPLOYMENT
As a condition of employment, the incumbent will be required to:
1. Maintain a valid California driver’s license
2. Work holidays, weekends and irregular hours as needed
3. Pass a background and law enforcement security check

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING
The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Education
A bachelor’s degree in Public Administration, Environmental Science, Environmental Engineering, Planning or a related field

OR

Experience
Three years of managerial or progressively responsible supervisory experience in hospital environmental management.

PHYSICAL AND SENSORY REQUIREMENTS
The physical and sensory abilities required for this classification include:
1. Physical strength to lift and carry custodial equipment and supplies, sometimes weighing up to 75 pounds.
2. Mobility and ability to bend, stoop, and reach, as necessary, to manage housekeeping and equipment repair duties.
3. Ability to sit and/or stand for long periods of time (meeting/event attendance, or at a computer).
4. Acute vision, visual color discrimination, hearing, voice, smell, and sense of tough typical for a hospital/office environment.
5. Ability to speak clearly and with the volume required to carry on clear conversations in person, over the phone and at public events.
6. Ability to stand and/or walk for prolonged periods of time, as necessary, to direct and/or evaluate housekeeping duties.
7. Possess manual dexterity and finger coordination to grasp, hold, turn or squeeze objects, tools and equipment.

**CLASS HISTORY**

- **Class Code:** 14N31
- **Established Date:** February 2009
- **Revised Date:** (New)
- **Former Title:** (New)

**CLASS DATA**

- **Job Group:** 2
- **EEO Category:** OA
- **Work Comp. Code:** 9043
- **Bargaining/Employee Unit:** X
- **FLSA:** E
- **MOCO OT:** N

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

Approved by:

/s/ Janine Bouyea
NMC Human Resources Administrator

06/08/2009

Date