



Environmental Supervisor Job Description

Supervisor: Administrator

Position Summary: Implements facility maintenance policies and procedures in an efficient, cost-effective manner to safely meet residents' needs in compliance with federal, state and local requirements.

Responsibilities:

- Follow oral and written instructions.
- Maintain material data sheets (MSDS).
- Organize and maintain all records necessary to operate the maintenance department.
- Develop and implement repair and maintenance schedules for all areas of the facility and grounds.
- Supervise schedules for repair and maintenance by contractors.
- Interview and hire appropriate individuals to implement maintenance schedules.
- Orient new employees to maintenance duties.
- Supervise maintenance procedures in accordance with facility policy.
- Supervise waste disposal procedures in accordance with facility policy.
- Supervise proper care and use of maintenance equipment.
- Identify, report to administration and schedule repair of any equipment malfunction.
- Identify, report to administration and schedule repair of areas in poor repair.
- Dispense maintenance equipment and supplies in a cost-effective manner.
- Attend in-service training programs for maintenance employees.
- Perform maintenance and repair procedures in accordance with facility policy.
- Enter information and maintain all required logs in a neat, organized and timely manner.
- Follow Residents' Rights policies at all times.
- Follow facility safety program.
- Observe infection control procedures related to the maintenance department.
- Come to work as scheduled and consistently demonstrate dependability and punctuality.

- Accept assigned duties in a cooperative manner.
- Assume accountability for data contained in the employees' handbook.
- Perform other related duties as directed by his/her supervisor.
- Assume Quality Assurance duties as assigned.
- Come to work in neat, clean attire and consistently present an appropriate professional appearance.
- Consistently work cooperatively with residents, residents' representatives, facility staff, physicians, consultants and ancillary service providers.
- Ability to understand and comply with applicable Federal, State, and local regulations and requirements.
- Supervise and oversee work performed by Maintenance Assistant(s), Housekeepers, Laundry Assistant.
- Approve schedules for Maintenance, Housekeeping and Laundry.

Work Environment

Work may not always be conducted in clean, well-lit, heated and ventilated rooms. May involve infrequent exposure to communicable diseases and bio-hazards. May require participation in unpleasant resident activities. Physical demands require capability of bending, stooping, lifting various equipment and items, and pushing and pulling equipment.