

JOB TITLE: Supervisor of EVS	DEPARTMENT: EVS	POSITION OF SUPERVISOR: Manager of EVS
FLSA STATUS: Exempt	ANTICIPATED HOURS PER WEEK: 40+	EFFECTIVE DATE: 03/24/2022

Position Summary: The Environmental Service Supervisor with guidance of EVS Manager, supervises daily EVS functions and personnel engaged therein. The Supervisor ensures that patients are receiving a quality, clean environment. The supervisor oversees the daily operations and procedures are being properly handled to ensure the highest standards of patient care.

Qualifications: *At all times, the employee shall possess the following qualifications set forth below.*

Education/Training:	High school diploma or equivalent required CHEST Training preferred (need commitment to certify in CHEST training within 12 months of accepting role) Bio-Hazard certification done within 30 days done
Experience:	Supervisory experience preferred/Will train quality candidate
Special Skills, Licenses or Certifications:	Basic computer knowledge; Microsoft Office Electronic health record experience preferred BLS/CPR
Language Skills:	Demonstrates ability to read, write, and clearly express one's self in English 100% of the time Additional languages helpful but no preference Demonstrates ability to listen Demonstrates ability to clearly conveys thoughts in speech and written word
Physical/Mental/Special Demands:	<ul style="list-style-type: none"> X Lifting of 50 pounds X Clear communication is required to hear/talk with other employees, patients and public in person and on the telephone. X Work requires the use of computers with exposure to monitors, key boards, mouse with repetitive motions for extended periods of time. X Ability to initiate CPR 100% of the time. X Must have fine motor skills 100% of the time. X Ability to work and multi-task at a rapid pace with numerous interruptions X Good mental health. X Demonstrate tact and versatility. X Must be dependable. X High degree of self-motivation and directional initiative. X Ability to function successfully independently. X Ability to cope and remain calm in escalating situations. X Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators. X In addition, the physical demands anticipates standing, bending, walking and long periods of sitting.

Work Environment:	Work is performed in a hospital and outpatient setting with exposure to work & environmental stress, and frequent interruptions; frequent communications clearly and respectfully , on a daily basis, with the general public, co-workers, vendors and patients; exposure to communicable disease, verbal or physical abuse, radiation and hazardous materials; potential exposure to blood and body fluids; potential cleaning chemical exposure; potential equipment and device hazards
Cross-Training of Position:	PSMC cross-trains job positions. This job description must cross-train to be able to effectively perform the job position of: EVS Supervisor and EVS Worker

Standard Job Requirements: At all times, employee shall satisfy the following requirements:

1. Exemplify and support PSMC’s values. (WISER)
2. Accomplish annual goals and assist manager with strategic plan as updated from time to time.
3. Works forward on department plans (may change from time to time).
4. Comply with all PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
5. Comply with all PSMC and department procedures, rules and directives.
6. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
7. Be courteous, respectful, honest, and solution-oriented in dealing with others.
8. Be transparent, truthful, and fair in all employee relationships
9. Communicate accurately, clearly, and effectively both orally and in writing.
10. Possess excellent organizational skills and the ability to multi-task.
11. Work independently and perform the job with minimum supervision.
12. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
13. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
14. Respect the importance of compliance and quality programs and support the same.
15. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
16. Participate in employee training, Disaster Preparedness and emergency events.
17. Perform other job duties, as assigned by a supervisor.
18. Reliable attendance required.

Essential Duties, Functions and Responsibilities: At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.

1. GENERAL REQUIREMENTS And Responsibilities Of EVS Supervisor
 - a. Department Supervisor
 - i. Demonstrates leadership and fosters a culture of high performance, continuous improvement and alignment with PSMC values.
 - ii. Consistently demonstrates sound judgment, critical analysis, logical reasoning, issue spotting and problem-solving skills.

- iii. Establishes and maintains respectful and effective relationships with employees, providers, patients and managers/directors/Senior Leadership. Works collaboratively with other directors and managers to accomplish PSMC's goals, committee and project obligations and the organization's strategic plan.
 - iv. Communicates respectfully and effectively with all both verbally and in writing.
 - v. Demonstrates ability to effectively supervisor projects and reports on them.
 - vi. Demonstrates ability to handle high stress situations, rapid pace, multiple issues, interruptions and matters requiring sensitivity.
 - vii. Demonstrates an ability to function with ambiguity and handles the unexpected with flexibility.
 - viii. Demonstrates excellent ability to self-manage, organize, prioritize work and meet deadlines.
 - ix. Additional duties may apply with changing departmental needs
- b. DEPARTMENT PERSONNEL
- i. Establishes standards and clear expectations for staff in the department.
 - ii. Holds self and staff accountable in a consistent, respectful manner.
 - iii. Effectively supervises personnel in the department, timely recognizes staff for good performance, timely documents issues, timely informs manager of issues, and timely works with manager toward resolution of issues.
- c. DEPARTMENT QUALITY AND PERFORMANCE IMPROVEMENT
- i. Actively participates in Performance Improvement and Quality Initiatives determined by manager.
 - ii. Fosters a clean and safe department for staff and patients including, without limitation, support of the Safety program, Infection Control program, Life Safety program.
 - iii. Participates in identification and selection of alternatives, when negative outcomes require corrective action.

2. REQUIREMENTS SPECIFIC TO EVS DEPARTMENT OPERATIONS

- a. Helps ensure a plan to supervise the EVS services so that all PSMC facilities are timely and compliantly cleaned and maintained in accordance with the PSMC policies and Infection Control expectations (within 12 month period become CHEST certified)
- b. Rounds the entire hospital to ensure cleanliness throughout the facility daily numerous times.
- c. Assists Manager to Assure EVS staff monitor and audit (and as needed report issues):
 - i. Vacuums, equipment and tools for cleanliness, proper function, maintenance and in-service;
 - ii. Proper labeling in the facility, on containers and chemicals;
 - iii. Proper storage of equipment, tools and chemicals;
 - iv. Review of work to assure accomplished to standards;(Daily Check sheets)
 - v. Duties are performed in a safe manner, and in compliance with all safety policies and procedures.
 - vi. Ensure all EVS staff are utilizing check sheets, and keeps manager informed and up to date of daily check sheets.
- d. Promotes healthy relationships between employees and managers/leaders.

- e. Assists in ordering of chemicals & EVS products and have an adequate supply of product for EVS department at all times.
 - f. Helps Lead staff cooperatively adapts to changes, especially crisis situations, such as shorthanded staff, mechanical failures, disasters, etc.
 - g. Helps develop department plans for EVS improvement and supervises such plans/projects for successful outcomes.
 - h. Assures bio-hazard waste and trash are managed in a compliant fashion.
3. Can perform all the standard job requirements.
 4. Meets the qualifications as set forth herein.

Approved by:

(Supervisor – Signature)	(Title)	(Date)
	Human Resources Manager	
(Human Resources– Signature)	(Title)	(Date)

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read PSMC values (WISER) and understand them.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)