

*Code: 4325*

*Title: ENVIRONMENTAL SERVICES MANAGER*

**SUMMARY:** Plans, organizes, and directs housekeeping and custodial services for a Pima County Department.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Manages and directs housekeeping and custodial services;

Plans and organizes the work of a large group of workers performing a variety of custodial and miscellaneous cleaning tasks including areas where high standards of sanitation and sterilization are required;

Establishes and insures compliance with safety and housekeeping standards and procedures;

Inspects and evaluates the physical condition of the location and reports findings to management and facilities management offices;

Coordinates custodial and housekeeping activities with affected Departments to avoid or minimize disruption of services;

Recommends repairs, painting, furnishings and space allocation to facilities management staff;

Develops and participates in housekeeping and safety training programs;

Keeps informed of improved techniques and conducts research to improve housekeeping technology;

Collects, processes and analyzes microbiological samples of air and surfaces to evaluate housekeeping methods and materials;

Requisitions materials and supplies;

Prepares budgets, financial records and reports;

Serves on various related committees;

Maintains related incident and accident reporting information for the department;

Conducts and participates in hazard surveillance programs.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- the principles and practices of large scale housekeeping operations;
- principles and techniques of employee supervision, training and evaluation;
- related environmental hazards;
- hazards of materials used or encountered in large facility custodial and housekeeping services;
- infection control methods;
- safety standards and federal and state OSHA requirements;
- budget preparation and monitoring;
- principles and techniques of collecting and analyzing microbiological samples to evaluate adequacy of housekeeping and custodial activity.

Skill in:

- directing the operation of an institutional housekeeping program;
- planning, assigning, supervising and inspecting the work of a large group of subordinate personnel;
- instructing or developing employees in custodial techniques;

- communicating with others and establishing and maintaining effective working relationships with others;
- performing mathematical and numerical operations in keeping records, statistics, budgets and work-load assignments;
- collecting and analyzing microbiological samples;
- investigating working conditions and job accidents.
- compiling and submitting recurring, routine and special reports.

MINIMUM QUALIFICATIONS:

An associate in arts degree from an accredited college or university for a major in hospitality or housekeeping, business administration, management or a closely related field and two years of supervisory or management experience in commercial, industrial or institutional housekeeping.

(Additional relevant experience may be substituted for the aforementioned education.)

(Additional relevant education may be substituted for one year of the aforementioned experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Arizona Class D Driver's License is required at the time of appointment.

Special Notice Items: Department of Labor regulation CFR Part 1910.1030 requires notification that some positions may have a high risk of exposure to blood borne pathogens. Hepatitis B vaccine will be provided. All positions may carry the risk of exposure to infectious diseases, asbestos or wastewater and sewage products, therefore special medical screening prior to or during employment may be necessary to assure employee health and safety.

Physical/Sensory Requirements: Ability to work, stand, and bend for long periods of time. Ability to distinguish colors.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.