

PRESBYTERIAN HOMES

Westminster Place

Evanston, Illinois

JOB DESCRIPTION

JOB TITLE:	Director of Environmental Services
DEPARTMENT:	Environmental Services
MAIN FUNCTION:	To coordinate and supervise the functions of the Maintenance, Landscaping, Housekeeping, Laundry, Public Safety, and Transportation Departments for Westminster Place and Ten Twenty Grove.
REPORTS TO:	Vice President Executive Director of Westminster Place
SUPERVISES:	All personnel in the above-listed departments through appropriate supervisors.

A review of this job description has excluded the marginal functions of the position. However, employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

PLANNING

1. Works collaboratively and constructively with the VP/ED and corporate leadership in planning for the future of Westminster Place and Ten Twenty Grove.
2. Working with the VP/ED and campus leadership team, will assist in the development and implementation of the campuses' annual operating plan to accomplish the stated mission, vision and values of the company.
3. Work with the VP/ED and campus leadership team to develop and implement campus annual goals and objectives.
4. Working with the VP/ED, will plan and implement Environmental Services based Continuous Quality Improvement and Safety efforts.
5. Reviews plans for new and renovation projects with Facilities Management and provides comments.

FINANCIAL MANAGEMENT

1. Working with the VP/ED will develop a campus capital budget aligned to support the campuses' strategic and annual operating plans.
2. Working with the VP/ED will prepare departmental budgets that align with the campus and organizations annual operating plan.
3. Campus responsibility for achieving the financial goals related to operating expense budgets.
4. Oversees and holds financially accountable related operations staff.

5. Utilize computerized cost reporting and maintenance systems.
6. Approves orders for equipment and supplies as authorized.
7. Maintains multi-year estimates of all equipment whose replacement cost is over \$5,000.00, including year installed and annual repair costs.

ENVIRONMENTAL SERVICES MANAGEMENT

1. Maintains systems, policies and procedures which insure regulatory compliance, resident and employee safety and result in high levels of resident satisfaction and quality.
2. Systematically examines operational systems and productivity improvements through the use of continuous quality improvement.
3. Participates in the campus employee orientation and educational program development, implementation and delivery.
4. Ensures that all staff members are educated so that all policies and procedures are appropriately interpreted and administered by management staff and subordinates.
5. Administers and directs programs to maintain buildings, grounds, and equipment and to procure or generate all utilities and their distribution systems; coordinates these activities with other departments to insure safe and efficient operation.
6. Establishes and administers preventive maintenance program, analysis costs and work schedules; sets priorities; expedites operations and repairs.
7. Regularly inspects buildings and utility systems to determine need alterations and repairs.
8. Is responsible for departmental personnel matters pertaining to the employment, training, termination, and grievances of employees.
9. Is a member of safety and infection-control programs.
10. Accompanies appropriate state and local authorities inspecting buildings and utility systems.
11. Maintains databases:
 - All Federal, State and local codes that apply to each building
 - As-Builds and building specifications
 - Warranties and maintenance instructions
12. Maintains necessary licenses and certifications in assigned areas and adds licenses and certification of staff where required.
13. Insures the management of outside vendors and contractors as professional and in the best interest of the organization and its residents. Monitors progress and quality of outside vendors and contractors and requires appropriate steps if performance is unsatisfactory.
14. Coordinates and ensures the Emergency Response and Disaster Response Plans are current, documented, distributed and education/training is conducted.
15. Accompanies appropriate state and local authorities inspecting buildings and utility systems.
16. Works in a collaborative and cooperative manner with the Directors of Environmental Services throughout the Presbyterian Homes system.
17. Responsible for the construction management efforts and staff formerly of the Facilities Management Dept. – specifically unit turns and smaller projects when assigned.

OTHER FUNCTIONS

1. Conducts, at a minimum, weekly rounding of their respective area of responsibility (back of the house and front of the house) and documents observations / findings in a report

distributed to appropriate management personnel. On a quarterly basis, report should be submitted to VP Executive Director.

2. Serves on a rotating basis as Manager on Duty
3. Is aware of Presbyterian Homes Corporate Compliance policies including those having to do with confidentiality and security of information, and concern for the well-being of residents. Demonstrates behaviors and completes work in a manner consistent with Presbyterian Homes policies and Corporate Compliance rules.
4. Other Duties as Assigned.

EDUCATION: Engineering degree desirable but not required.

EXPERIENCE: Two or three years as a chief of engineering and maintenance in health care facility.

QUALIFICATIONS: Ability to analyze, organize, and direct.
Ability to comprehend range of technical subjects and coordination of details.
Ability to make emergency decisions in respect to failure of plant equipment and utilities
Understanding of State, Federal and local codes.

CONTACTS: Frequent contact with other department heads, staff, residents, outside contractors and Government officials.

PHYSICAL DEMANDS: Stands and walks much of the day. May be required to work long hours in emergencies.

Revised 8/23/2011, 12/12/2012, 06/2016, 04/2017