

PART I

HAWAII HEALTH SYSTEMS CORPORATION  
STATE OF HAWAII

Class Specifications  
for the Classes:

ENVIRONMENTAL SERVICES SUPERVISOR I & II  
Job Codes: 9.325, 9.330; Pay Grades: F102, F202  
Bargaining Unit 2

ENVIRONMENTAL SERVICES SUPERVISOR I  
Job Code: 9.325, Pay Grade: F102

Duties Summary:

Supervises the work of a group of environmental services workers and other custodial personnel in the cleaning and maintenance of hospital facilities and facility areas; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is a full-time supervisor over a group of environmental services workers and other custodial personnel.

Examples of Duties:

Schedules the work of environmental services workers, watchmen and other custodial personnel; conducts inspectional tours of work stations such as offices, elevators, parking areas, washrooms, etc., to insure that proper cleaning, maintenance, security and safety measures have been carried out; notes deficiencies such as the need for repair of equipment, re-cleaning of rooms, etc., and takes corrective action by instructing subordinates on specific tasks to be done, or by notifying proper authorities; inspects work stations and checks on employees' attendance; assigns workers to fill temporary or permanent vacancies; approves or recommends for approval requests for leaves of absences by employees; evaluates work performances of employees; requisitions and issues supplies and equipment; takes inventory of supplies and equipment; keeps records of work activities and submits oral and written reports.

Knowledge and Abilities Required:

Knowledge of: Practices, tools, equipment and materials used in janitorial work; safety practices as applied to janitorial work; building hardware, fixtures and equipment; principles and practices of supervision.

Ability to: Instruct and supervise others in the operation of tools and equipment used in janitorial and simple maintenance work; follow and give oral and written instructions.

## ENVIRONMENTAL SERVICES SUPERVISOR II

Job Code: 9.330, Pay Grade: F202

### Duties Summary:

Supervises a large group of employees through subordinate supervisors and/or working supervisors in the cleaning and maintenance of hospital facilities and facility areas; and performs other related duties as assigned.

### Distinguishing Characteristics:

This class reflects responsibility for environmental services of such scope as to require the assistance of subordinate supervisors and/or working supervisors.

### Examples of Duties:

Plans, organizes, schedules and coordinates the work of a large group of Environmental Services Workers through the assistance of subordinate supervisors and/or working supervisors; establishes standards, work methods and schedules; inspects custodial work performed by subordinates to determine adequacy of work in conformance with standards; orders corrections, adjustments and reassignments as necessary; estimates need for and requisitions adequate supplies of cleaning materials; maintains records and files of inventory and equipment; develops and conducts in-service training to improve skills of workers; evaluates effectiveness of program and recommends revisions as necessary; incorporates new methods and techniques; evaluates and rates personnel performance; participates in the selection of custodial personnel; may inspect buildings for needed repairs and arrange for building maintenance and renovation services; insures that work safety practices are implemented and adhered to.

### Knowledge and Abilities Required:

Knowledge of: Practices, tools, equipment and materials used in janitorial work; safety practices as applied to janitorial work; building hardware, fixtures and equipment; maintenance of housekeeping supply storerooms and inventory records; principles and practices of supervision.

Ability to: Supervises janitorial work through subordinate supervisors and/or working supervisors, instruct and supervise others in the operation of tools and equipment used in janitorial work; estimate time and materials needed; inspect buildings, determine the

need for repair or replacement of furniture, fixtures, linens and other household items; estimate need for requisitioning supplies; keep personnel and inventory records; prepare operational reports; follow and give oral and written instructions; maintain good, cooperative working relations with others.

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This is an amendment to the class specifications for the classes, ENVIRONMENTAL SERVICES SUPERVISOR I & II, for editorial changes effective May 15, 2026.  
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APPROVED: May 15, 2026

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Vice President & Chief Human Resources Officer