

PART I

HAWAII HEALTH SYSTEMS CORPORATION
STATE OF HAWAII

9.325

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Class Specifications
for the Classes:

ENVIRONMENTAL SERVICES SUPERVISOR I & II
F102; F202
BU:02

ENVIRONMENTAL SERVICES SUPERVISOR I

9.325

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

9.330

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.

This is an amendment to the classes, JANITOR SUPERVISOR I – II, to change the title to ENVIRONMENTAL SERVICES SUPERVISOR I – II, effective May 16, 2012,

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

DATE APPROVED: May 16, 2012

PAUL TSUKIYAMA
Director of Human Resources