

## DIRECTOR OF ENVIRONMENTAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative and supervisory position involving responsibility for overseeing all building and grounds, housekeeping and other support services as assigned in a nursing home. Performs a variety of building maintenance tasks as required. The work is performed under the administrative supervision of the Nursing Home Administrator or Assistant Administrator. Direct supervision is exercised over various building maintenance and housekeeping personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Conducts periodic inspections of buildings and grounds to ensure that proper maintenance and housekeeping is being performed; Approves work requests, schedules work to be performed and assigns work to employees; Reviews maintenance, repair, construction and housekeeping work in progress to ensure that employees are meeting assigned objectives and deadlines and assists them in completing their work or arranges for such assistance if necessary; Inspects completed work to determine if it meets established standards/requirements; Works with architects, engineers, contractors and consultants to develop specifications and plans for repairs and alterations to buildings; Provides liaison with contractors, architects, engineers and material/equipment suppliers for administering contracts for repair and maintenance projects; Inspects work completed by contractors to determine if it meets plans and specifications; May handle asbestos abatement issues; Prepares budget estimates for maintenance and housekeeping activities and manages approved budget; Prepares and maintains a variety of records and reports of building maintenance and housekeeping activities; Develops and directs preventive maintenance programs; Ensures facility compliance with all applicable building, fire, safety and other regulations; Prepares specifications for and selects or recommends proper equipment for efficient and economical facility operation; Oversees the installation, renovation, modernization, repair, maintenance and operation of all physical plant equipment; Oversees the use of and charging of supplies; Monitors energy and utility usage; Participates in required and voluntary continuing education programs; Participates in departmental and staff meetings; Performs a variety of building and groundskeeping activities as required; Provides on-call coverage as required; Responds to emergencies (i.e. internal disasters, snow storms, etc.); Responsible for interviewing, hiring, disciplining and terminating departmental employees; Formally reviews and appraises the performance of employees; Determines and arranges for necessary employee training; Institutes and enforces necessary unit/department policies and guidelines; Addresses and resolves outside complaints about employees or unit/department performance; Supervises water treatment, inspects and supervises maintenance of spring reservoir, well and water storage tanks; Assures proper maintenance and repair of boilers, ventilation system, fire alarm system, extinguishers and a variety of mechanical equipment throughout the building; Coordinates the unit's/department's work with that of other units/departments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods, materials, tools and terminology used in groundskeeping and the maintenance and repair of buildings and related mechanical equipment; Good knowledge of the principles and practices of institutional housekeeping; Good knowledge of the methods, materials, tools and terminology used in performing semi-skilled and skilled electrical and plumbing work; Skill in the performance of building maintenance and repair work; Ability to follow oral and written instructions; Ability to prepare and maintain simple written records; Ability to read blueprints; Ability to plan and supervise the work of others; Ability to communicate effectively with others; Dexterity; Physical condition commensurate with the position.

MINIMUM QUALIFICATIONS: Either:

- A. Eight years of experience in building maintenance or in any of the standard mechanical or construction trades, four years of which shall have included supervisory responsibilities; Or
- B. Six years of experience in building maintenance or in any of the standard mechanical or construction trades and two years of institutional housekeeping experience, four years of which shall have included supervisory responsibilities ; Or
- C. Graduation from a regionally accredited or New York State registered college or technical institute with an Associate's Degree in construction technology or related field and six years of experience as described in (A) or (B) above, four years of which shall have included supervisory responsibilities; Or
- C. An equivalent combination of training and experience as indicated in (A) and (B) and (C) above.

Adopted 3/24/95  
Reviewed 3/22/00  
Revised 8/7/03