

ENVIRONMENTAL AND MATERIALS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for planning, supervising, and coordinating all activities related to Housekeeping, Linen, and Materials Management at the Hospital. The incumbent may perform a variety of administrative and financial operations as assigned. The work is performed independently under the administrative supervision of the Chief Executive Officer (CEO). Direct supervision is exercised over all staff of the Housekeeping, Linen, and Purchasing departments. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only) Consults with and informs CEO of activities, needs, or problems. Supervises and organizes the receiving, stores, and inventory control functions, along with direct supervision of the housekeeping and linen staff. Monitors activities and makes changes in any of the above departments as necessary. Interviews and hires candidates for positions within either department. Supervises, orients, trains, and assigns staff. Performs periodic performance evaluations and processes personnel actions such as promotions, transfers, disciplinary actions and terminations. Resolves grievances in consultation with Human Resources. Submits proposed budgets for Housekeeping and Materials Management to the CEO. Obtains product information in preparation of requests for bids. Purchases in accordance within guidelines and policies. Assures compliance with established policies and procedures within the Housekeeping, Linen, and Purchasing department, along with those in place for the Hospital.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of current business methods and purchasing practices including normal sources of supplies and current market conditions in a medical facility. Good knowledge of linen and housekeeping purchasing practices, along with working knowledge of JCAHO requirements. Working knowledge of labor laws, civil service requirements, and labor relations. Ability to acquire and utilize knowledge of sound purchasing practices in a medical facility. Ability to maintain good working relationships with department heads and others. Ability to understand and follow oral and written directions.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered two-year college or university with an Associates Degree in either business administration, economics, marketing, accounting, or related fields; or
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in purchasing a variety of commodities on a moderate to large scale, which includes two (2) years supervisory experience; or
- (C) Any equivalent combination of training and experience as defined in (A) and (B) above.

Approved 5/31/01