

**DAVIS COUNTY HOSPITAL
Job Description**

TITLE: Environmental Services Technician
DEPARTMENT: Environmental Services
JOB CLASS: Non-Exempt
REPORTS TO: Environmental Services Manager
POSITIONS SUPERVISED: None

LATEST REVISION: 05/07
FORMER REVISION: 02/04
LATEST REVIEW: 05/07

This job description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned.

DEPARTMENT OBJECTIVE:

To ensure that the Environmental Services Dept. cleans and delivers a quality service, maintains the hospital in a sanitary/attractive/orderly fashion, and helps promote the mission and Behavioral Standards of DCH.

JOB RESPONSIBILITIES:

- Depending on placement within department, will perform duties of Housekeeper, Janitor, or Laundry Tech. Each position has specific job duties, with the possibility of cross-training.
- Performs all assigned tasks effectively, in a responsible team environment.
- Among other duties, performs routine cleaning, vacuuming, waxing, and buffing of departments, restrooms, hallways, stairways, and associated locations.
- Collects office, patient, bio-hazard trash, and soiled linen from receptacles and disposes into designated areas.
- Completes work assignments in a timely manner.
- Utilizes appropriate chemicals and supplies according to manufacture direction, policy and procedure.
- Uses and maintains equipment properly.
- Assists visitors with directions and maintains patient confidentiality.
- Reports safety hazards as appropriate.
- Follows all Infection Control practices, including bio-hazard waste handling, hand washing techniques, and standard or isolated precautions.
- Maintains a clean and neat cart, station, closet, and equipment storage area.
- Operates and maintains cleaning equipment, such as: extractors, buffers, auto-scrubbers, and burnishers.
- Maintains a quality standard while performing job duties.
- Works day, evening, night, and weekend shifts as assigned with little or no supervision.
- Attends staff meetings and in-service training as scheduled.
- Maintains a good rapport with fellow associates, physicians, and staff.

KNOWLEDGE AND ABILITIES PREFERRED:

- High School Diploma or GED
- Ability to read, write, comprehend, and correspond simple instruction.
- Ability to present information in a one-on-one and/or small group situation.

WORKING CONDITIONS:

- May come in contact with blood or other bodily fluids.
- May be subject to hazards: chemicals, slippery floors, and working while on stepladders.
- May be subject to atmosphere conditions: dust, fumes, odors, and aerosol sprays.

PHYSICAL ACTIVITY REQUIREMENTS: (Constant = 67-100% of work day, Frequent = 34-66% of work day, Occasional = 33% or less of work day.)

Constant **STOOPING:** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree.
CROUCHING: Bending body downward and forward by bending leg at the spine.
STANDING: Particularly for a long period of time.
WALKING: Moving about on foot to accomplish certain tasks, particularly for long distances.
TALKING: Expressing or exchanging ideas by means of spoken word. Those activities in which they must convey detailed or important instructions to other workers accurately, loudly, or quickly.
HEARING: Perceiving the nature of sound at a normal range. Ability to receive detailed information through oral communication.

Frequent **REACHING:** Extending arms and hands in any direction.
PUSHING: Using upper extremities to press against something in order to thrust forward, downward, or outward.
LIFTING: Raising an object from a lower position to a higher position. This factor is important if it occurs to a considerable degree.

PHYSICAL REQUIREMENTS:

- Exerting up to 50 pounds of force occasionally.
- Exerting up to 20 pounds of force frequently.
- Exerting up 10 pounds of force constantly.

VISUAL ACUITY REQUIREMENTS:

- Normal visual acuity required to maintain accuracy and neatness of work.
- Ability to see stains and tears in linen and laundry when sorting and folding.

INTELLECTUAL AND EMOTIONAL REQUIREMENTS:

- Ability to perform under stress when confronted with an emergency.
- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

Facilitates the work of Lead by performing any additional duties necessary to meet the overall goal of DCH.

Employee _____ Date _____ Supervisor _____