



Job Description

ENVIRONMENTAL SERVICES COORDINATOR

Supervisor: Administrator

Job qualifications: Must be 21 years of age, or older, of good moral character, and have a high school diploma or equivalent. Environmental Services Coordinator must possess at least two year's prior experience working in the field of, or closely related to the field of building maintenance. Would prefer a thorough knowledge of general maintenance, such as; boilers, heating/air conditioning, refrigerator/freezers, electrical wiring and plumbing. Must be in good mental and physical condition and able and willing to perform duties both inside and outside when necessary. Must possess leadership ability and able to work cooperatively with other departments. Clearly understands DHS 83 regulations and other mandated requirements.

Responsibilities: Responsible for the overall maintenance operation of facility. Organize, direct, and lead the necessary employees in order to accomplish this goal. Ensure building equipment is in good working order. Obtain prior authorization with Administrator to coordinate repairs utilizing external contracted providers for any repairs unable to be completed in house.

General duties include but are not limited to:

- Maintains the building in good repair and free of hazards such as those caused by electrical, plumbing, heating, and cooling systems, etc.
- Maintains the building in compliance with Federal, State, and local regulations.
- Reviews paperwork and performs walk through with Environmental Engineer during survey and assists in writing plan of correction if necessary. Assists with health care survey as needed.
- Maintains the fire alarm and emergency generator system in good working order. Assists in performing test on fire alarm system and performs a weekly test on the emergency generator systems. Assists in record keeping of required testing results.
- Ensures heating and air-conditioning units in good working order at all times.
- Performs monthly maintenance checks of the building, grounds, and facilities.
- Checks Maintenance Log daily for tasks needing attention.
- Performs routine maintenance and repairs.
- Performs minor carpentry and repair work.
- Maintains paint touch-ups and stains woodwork.
- Contacts the proper specialist as needed if internal maintenance cannot fix something.
- Assists in receiving process for kitchen, nursing and housekeeping supply orders away as needed.
- Breaks down and brings cardboard to recycling.
- Maintains required records and reports as outlined in the policies and procedures of the maintenance department.



- Updates policies, procedures, logs, etc. as needed with assistance and supervision of the Administrator.
- Ensures work areas and storage rooms are neat and orderly.
- Follows established safety rules and policies and procedures of this facility.
- Strips and waxes floors and maintains them with the scrubber.
- Removes air conditioners/maintain heating as needed.
- Maintains and repairs fire doors.
- Understands facility make-up air system and has ability to rebuild or replace the different air operated valves throughout the facility.
- Knowledgeable of all the kitchen equipment, blenders, disposals, stoves, dishwashers, coffee urn, etc. and be able to keep them operating.
- Maintains exterior grounds, i.e., mowing grass, trimming, snow/ice removal.
- Sets up fire drill schedule annually, participates and maintains records monthly.
- Recommends employment needs to the Administrator. Conducts interviews of prospective employees.
- Recommends promotions, demotions, or disciplinary action along with completing personnel evaluations and orientation of new staff.
- Supervises maintenance/housekeeping staff.
- Maintains a tight control of all budgets, supplies used (requisitions and orders supplies as needed).
- Participates in developing budgets and makes out work schedules.
- Attends meetings, department head meetings, mandatory in-services and serves on committees as required.
- Checks wander alarm/Access System/doors monthly and maintain records of tests and maintenance.
- Assists in labeling supplies and maintains MSDS manual.
- Makes monthly schedule.
- Assists Maintenance worker as needed.
- Maintains proper paper work/records up to date.
- Is on-call 24/7 unless arranges on-call days with maintenance worker or housekeeping/laundry supervisor.

Physical demands:

- Push or pull 10 – 50 pounds.
- Lift 10 – 100 pounds or use dolly.
- Walk, stand, squat, climb ladders, reach above shoulders, bend, kneel, etc.

Tasks performed requiring Personal Protective Equipment: Follow MSDS sheets and equipment repair list with multi-hazards equipment.

Equipment commonly used:

- Power tools
- Hand tools



- Motorized equipment
- Shovel
- Supply carts
- Wet vac
- Buffer/scrubber

This job description is not intended to be all inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or other manager.

Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

This offer is conditional upon the successful completion of criminal history record, evidence of eligibility to work in the United States, caregiver background checks, and meeting MCP's training program within 90 days of employment. This is considered your formal notice. At any time during employment, if any conditions change regarding criminal history background information – employer must be notified immediately.

Caring for residents with Dementia and Alzheimer's can be an extremely challenging and stressful occupation that subjects employees to associated behaviors. By signing this document, you acknowledge your understanding of the industry pressures and inherent stress associated with this position.

I have read the above job description and fully understand its contents. I hereby agree to accept the responsibility as outlined above.

Signature

Date