

# DELLWOOD GARDENS

## POSITION DESCRIPTION

**POSITION:** Environmental Services Director

**DEPARTMENT:** Environmental Services

**Supervisor:** Housing Director

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### **Primary Purpose:**

Supervise environmental services staff and coordinate environmental services functions at Dellwood Gardens Assisted Living and Memory Care. Oversee and perform maintenance and housekeeping services in compliance with City, State, and Federal Regulations as it applies to senior housing. Assure that the housing community and property reflects and demonstrates a high quality of appearance and care.

### **Qualifications:**

- High School diploma or GED plus specialized training of less than two years required.
- Advanced training in electrical/mechanical/technical building systems and equipment preferred.
- 3-5 years work experience in a similar environmental services position.
- Boiler's license
- MN Driver's license

### **Other Specialized Knowledge and Abilities:**

This position requires incumbent to have:

- Demonstrated skills in supervising staff, including organizing and scheduling priorities and workloads.
- Knowledge in negotiating bids for contracted services.
- Ability to operate a computer for tracking environmental services activity and records.
- Good verbal and written communication skills.

### **Essential Job Functions & Tasks:**

#### **Job Function: Perform/Assign environmental services functions.**

##### **Tasks:**

- Develop and perform weekly, monthly, and annual preventive maintenance for all building systems to ensure that facility equipment is operating efficiently to specifications.
- Oversee and perform maintenance work orders.
- Oversee performance of housekeeping cleanliness and sanitation.
- Troubleshoot and repair malfunctioning equipment or systems.
- Perform all repair and maintenance work to comply with code standards.
- Perform and/or ensure repairs and maintenance of heating and air conditioning systems, elevators, security systems, building emergency systems.
- Perform preventive maintenance on blower motors, fans, and filters.
- Monitor and schedule preventative maintenance on all kitchen systems, exhaust vents and equipment in coordination with Dietary Director.
- Manage/perform the cleaning of major common use areas, including the dining room, hallways, entryway, and garage. Schedule the carpet extraction for in-depth cleaning of carpets on a periodic basis.
- Assure that all entryways and sidewalks are clear of snow and ice and oversee any contract work of snow removal in the winter months.
- Perform or assign the renovation and cleaning of turnover units in preparation for new tenants.
- Respond to after-hours emergency situations when called by Dellwood Gardens staff or other emergency responders. Provide immediate assessment and attention to critical situations such as loss of power, lightning strikes, power surges, fire alarms, and other emergency system breakdowns.
- Perform unit inspections annually as necessary.
- Perform other assigned maintenance tasks as needed.

#### **Job Function: Supervision of environmental services activities/plans at Dellwood Gardens.**

##### **Tasks:**

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- Hire, terminate and supervise environmental services staff. Schedule work, monitor performance and complete annual performance reviews.
- Oversee and manage all vendor contracts; inspect the work of contracted and vendor services and jobs.
- Establish repair and installation policies and procedures.
- Establish and maintain equipment and parts inventories.
- Identify need for new equipment purchases or replacements.
- Coordinate inspections from health, fire, and other regulatory groups to minimize corrective actions.
- Assist Housing Director, staff and tenants in the planning and management of the landscaping.
- Assure that appropriate maintenance-related paperwork is completed.
- Participate in developing a strategic plan for the short and long-term goals of management in renovation and updating of the facility and building site.
- Participate in budget development of environmental services and property needs.
- Monitor environmental services and property expenditures to assure compliance with budget and purchasing policies and procedures.
- Attend educational workshops, staff meetings and Dellwood Gardens environmental services forums; establish rapport with other Dellwood Gardens environmental services workers and mechanics to develop a network of resources.
- Attend regular staff meetings and confer with Housing Director regarding staff and tenant issues and concerns. Maintain a high level of confidentiality.
- Perform other supervisory or coordinating assignments as needed.

### **Position Contacts:**

- This position reports to and is supervised by the Housing Director.
- Develop good working relationship with entire on-site staff.
- Support the Mission of Dellwood Gardens and establish good working relationships with executive staff.
- Establish positive relationships with tenants.
- Develop a good rapport with environmental services vendors who provide service to the site and facility.

### **Working Conditions:**

- Exposure to chemicals such as chlorine, paint thinners, cleaning solvents, fuels.
- Working with power equipment and electrical circuits.
- Exposure to illnesses and frailties of tenants.
- 24-hour on-call status for building and facility emergencies.

### **Physical Requirements:**

Use this scale to rate frequency of occurrence for each variable in tables below.	
<b>N = Never</b>	Not part of job requirements
<b>S = Seldom</b>	Not daily, but included 1-3 times per week
<b>O = Occasional</b>	Done intermittently throughout the day or week, but not more than 33% of the day or week.
<b>F = Frequent</b>	Done at longer intervals throughout the day or week, 34%-66 % of the day or week.
<b>C = Continuous</b>	Done without interruption throughout the day or week, 66%-100% of the day or week.

### **Physical Factors**

	Frequency (check one)					Comments (reference essential function)
	N	S	O	F	C	
1. Standing				✓		
2. Walking a. on uneven ground		✓		✓		

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3. Sitting		✓				
4. Pushing Force			✓			Lbs. 500 Distance: .50
5. Pulling Force			✓			Lbs. 500 Distance: . 50
6. Lifting (heaviest weight)						Lbs.
a. from floor			✓			Lbs. 75
b. from table			✓			Lbs. 75
c. overhead			✓			Lbs. 50
7. Carrying			✓			Lbs. 50 lbs Distance: . 600 feet
8. Climbing						
a. stairs			✓			
b. ladders			✓			
c. scaffolds			✓			
9. Balancing						
a. narrow surfaces		✓				
b. slippery surfaces		✓				
c. moving surfaces		✓				
10. Stooping/bending			✓			
11. Kneeling			✓			
12. Crouching/squatting			✓			
13. Twisting/turning			✓			
14. Crawling		✓				
15. Restraining		✓				
16. Reaching						
a. above shoulder				✓		
b. below shoulder				✓		
c. at shoulder				✓		
17. Neck motions						
a. static positions				✓		
b. flexion				✓		
c. extension				✓		
d. rotation				✓		
18. Controls				✓		Hand-Arm      Foot-Leg
19. Handling						
a. simple grasping				✓		One Hand      Two Hands
b. firm grasping				✓		One Hand      Two Hands
c. pushing and pulling				✓		One Hand      Two Hands

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20. Fingering a. fine manipulation b. writing c. keying/typing				✓ ✓ ✓		
21. Driving a vehicle			✓			

### Sensory Factors

	Frequency (check one)					Comments (reference essential function)
	N	S	O	F	C	
1. Feeling/touching				✓		
2. Talking				✓		
3. Hearing					✓	
4. Tasting/smelling				✓		
5. Seeing a. near vision (reading) b. near vision (20 inches or less) c. far vision (20 feet or more)					✓ ✓ ✓	
6. Other (specify)						

### Environmental Conditions

	Frequency (check one)					Comments (reference essential function)
	N	S	O	F	C	
1. Work setting a. inside b. outside				✓	✓	varies, seasonal
2. Extreme cold			✓			
3. Extreme heat			✓			
4. Wet and/or humid			✓			
5. Exposure to blood		✓				
6. Exposure to body fluids		✓				
7. Exposure to infectious disease		✓				
8. Loud noises		✓				
9. Vibrations			✓			tools

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10. Atmospheric conditions a. fumes/odors b. poor ventilation c. grease/oil d. dust e. gases f. other		✓ ✓ ✓ ✓ ✓				
11. Moving mechanical parts			✓			
12. Radiation	✓					
13. Caustic chemicals (describe/list) a. Boiler chemicals b. Asbestos c.		✓ ✓				
14. Latex products			✓			
15. Wearing respirator		✓				
16. Exposure to poisonous plant		✓				
17. Exposure to insect/animal			✓			

### Mental Requirements

Do the essential job functions require the ability to do any of the following on a **regular** basis? Check the appropriate box for each item and describe as applicable.

	Yes	No	Comments (provide description)
1. Tenant/public contact- indicate percent of time of the work week	✓		100% staff, tenants, vendors
2. Reading- describe level (e.g., technical, grade level of materials used, etc.)	✓		Manuals, MSDS, work orders
3. Writing- written communications required	✓		Work order completion
4. Simple arithmetic problems	✓		Ordering, purchasing
5. Mathematics- calculations requiring formulas	✓		Carpentry, plumbing, etc.
6. Weighing and/or measuring- precise and accurate	✓		Carpentry projects
7. Attentiveness duration, maintaining constant alertness	✓		Attend to repairs, drive
8. Attentiveness, intensity, concentration required for accuracy	✓		Awareness of projects

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9. Short-term memory recall 2-3 days	✓		Maintenance projects
10. Long-term memory recall from past education or event	✓		Maintenance projects
11. Directing, controlling or planning activities of others	✓		
12. Transferring knowledge to unique situations, complex problem solving	✓		Projects
13. Influencing people in their opinions, attitudes and judgments	✓		
14. Performing multiple tasks concurrently	✓		Regularly
15. Showing capacity for self-expression, feedback, teamwork	✓		With supervisor and staff
16. Working alone or apart, in physical isolation, from others	✓		
17. Attaining precise set limits, tolerances and standards	✓		Policies and procedures
18. Working under unusual time constraints or set productivity standards	✓		Emergencies and repairs
19. Shift work other than day hours or variable start times	✓		On-call emergencies
20. Ability to problem solve, simple data gathering, selecting from known options	✓		Decisions regarding repairs

This job description is not an exhaustive list of all skills, responsibilities, or efforts associated with this job. They reflect principal job elements essential for performing the job and evaluating performance.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

### **Director of Environmental Services**

I, \_\_\_\_\_, have read and fully understand the above responsibilities of this position as described in this job description. I accept the responsibility and meet the requirements as stated herein.

\_\_\_\_\_  
*Environmental Services Director Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Housing Director Signature*

\_\_\_\_\_  
*Date*