

ASSISTANT DIRECTOR OF BUILDING SERVICES-WMC

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Building Services, an incumbent of this position is responsible for coordinating the housekeeping and environmental services for all buildings. Incumbent will direct the work of contracted employees and assist the Director with administering contracts for housekeeping and environmental services. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees housekeeping and environmental services for all buildings of the Westchester Medical Center, Maria Fareri Children's Hospital, Taylor Care Center, and Bradhurst;

Manages the day-to day operations of housekeeping and environmental services and resolves problems reported by department managers;

Communicates with contracted administrators and supervisors regarding service need changes, disciplinary problems, customer service levels, equipment needs, staffing levels and cost containment;

Conducts periodic scheduled and unscheduled inspections to ensure that cleanliness and safety meet established standards;

Authorizes the purchase and use of supplies and equipment consistent with contracts;

Ensures that all contract employees have received orientation and training regarding the Medical Center's policies and procedures;

Ensures that all contract employees are trained in the use and storage of hazardous materials;

Ensures that background checks and pre-employment physicals have been conducted for all contract employees and that the results conform to Medical Center standards;

Develops and implements a schedule for the performance of housekeeping and environmental services;

Assists Director with monitoring of contracts in order to ensure that services are provided in accordance with the terms of the contract and in accordance with all applicable rules, regulations, mandates, and standards of care and safety;

Assists the Director with the development and implementation of operational procedures to ensure provision of services on an as needed basis;

Prepares incident reports;

Compiles data and prepares reports regarding level of service indicators;

Participates in performance improvement initiatives;

EXAMPLES OF WORK: (Illustrative Only) (Cont.)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern institutional housekeeping practices and procedures; thorough knowledge of regulations, standards and policies related to hospital environmental sanitation and infection control; thorough knowledge of the supplies and equipment used in institutional housekeeping and of their relative merits; good knowledge of procedures, requirements and laws affecting purchasing and procurement, budgeting, and personnel management; ability to effectively plan, organize and supervise the work of others; ability to communicate effectively, both orally and in writing; ability to relate to and deal effectively with all levels of hospital personnel and contract personnel; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; good judgment; resourcefulness; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of high school or equivalency diploma and seven years of housekeeping or environmental services experience, which included five years at a supervisory or management level in or for a large healthcare facility as the primary function of the position.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for up to four years of the required experience. There is no substitution for three years of the specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.