



Wallowa County Health Care District

JOB TITLE: Environmental Services Technician

FLSA STATUS: Non-Exempt - Union

DEPARTMENT: Environmental Services

DATE: March, 2023

REPORTS TO: Environmental Services Supervisor

APPROVED BY: Environmental Services Director

JOB SUMMARY:

The Environmental Services Technician is responsible for providing a safe care environment for patients, visitors and staff within the framework of the Wallowa Memorial Hospital mission "To Provide Premier Health Care" and our values. This is achieved by demonstrating the principles of cleaning, disinfection and quality assurance toward the reduction of harmful pathogens in all areas of the hospital, such as, patient rooms, labs, emergency rooms, operating rooms, radiology, labor delivery, and much more. The environmental services technician, in accordance with organizational standards of quality, is an essential contributor to cleaning, disinfection, infection prevention and patient experience.

MISSION, VISION & VALUES:

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

ESSENTIAL DUTIES & RESPONSIBILITIES:

Include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Comply with Environmental Services policies and procedures
- Clean room, hallways, lobbies, lounges, restrooms, and other work areas to organizational standard.
- Keep storage areas and carts well-stocked, clean, and tidy.
- Meet requirements for participation in the quality program.
- Ensures that public use areas are maintained in an orderly manner to provide sanitary and pleasant surroundings.
- Clean rugs, carpets, upholstered furniture, and draperies, using vacuum cleaners and shampooers as needed.
- Wash windows, walls or ceilings as necessary.
- Maintains an awareness of conditions which may need maintenance attention and alerts maintenance personnel to needed adjustments or repairs.
- Replenish supplies to maintain adequate stock for ongoing cleaning routines request ordering of supplies when needed.
- Attends Environmental Services department meetings to discuss problems and procedures.
- Perform training or guidance for new employees or employees who are cross-training to ensure compliance and departmental coverage.
- May be required to assist laundry aids when requested by supervisor, administrative director or staff.

QUALIFICATIONS & EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma or Equivalent.
- Current and unrestricted driver license may be required for positions cleaning offsite clinic locations. Must have the ability to travel between multiple locations during scheduled shift.
- Must know cleaning and sanitizing procedures for a wide variety of application areas.
- Ability to select proper cleaning, deodorizing and disinfecting compounds for each use area.



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- Maintain awareness of all safety requirements for using needed supplies and equipment.
- Able to meet the public and maintain friendly courteous relationships.
- Basic Computer Skills
- Basic knowledge of personnel relations and, be able to work as a team member with not only Environmental Services Staff but other Departments as well.

CORE COMPETENCIES:

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem- solving skills when responding to coworkers, patients and visitors.

POSITION SPECIFIC COMPETENCIES:

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Service Orientation — Actively looking for ways to help people.
- Coordination — Adjusting actions in relation to others' actions.
- Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Stamina — The ability to exert yourself physically over long periods of time without getting winded or out of breath.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.



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WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.

I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately through the compliance reporting process.

I have read and understand the above job description.

Employee Signature

Date