



Job Description

Job Title: Floor Technician

Job Code: 5008

Reports to: Environmental Services Supervisor or Shift Supervisor

Summary

According to established procedures, performs a variety of tasks to maintain floor cleanliness and appearance throughout the facility. Follows the floor maintenance schedule to ensure highest quality and care of floor surfaces in all facility areas. Periodic project work is required as assigned. Ensures floor surfaces are maintained as defined by safety and infection control standards. Works as an Environmental Services Technician based on operational needs.

Job Duties and Responsibilities

1. Performs daily scrubbing and preventative maintenance of all hospital floor surfaces as outlined by work schedule to ensure high quality and safety of floors.
2. Burnishing of hard floor surfaces as indicated by program schedule.
3. Performs restorative work to include scrubbing, stripping, re-coating and polishing floors according to the established schedule/procedure.
4. Performs duties as an EVS Technician as assigned based on department priorities and operational needs.
5. Picks up necessary supplies and equipment at beginning of shift based on assignment issued.
6. High-dusts vents in corridors to prepare area for floor procedures to be completed.
7. Moves equipment and furniture for stripping refinishing of floors and returns furniture to proper arrangement.
8. Operates all battery and electric floor care equipment according to Equipment manual instructions.
9. Uses floor care cleaning and restoring solutions according to formulas prescribed.
10. Performs carpet and upholstery cleaning to ensure high quality and safe environment.
11. Returns and cleans used equipment at shift's end, storing equipment properly. Returns soiled mops/rags to Environmental Services department in plastic bag for laundering.
12. Attends meetings and training sessions as scheduled.
13. Follows all relevant safety requirements for task performed.
14. Promotes quality improvement, staff and patient safety, and cultural diversity through department operations and by personal performance
15. Presents a courteous and helpful demeanor, appropriate for age, to all patients, visitors, other employees/medical staff members, or any other person an employee encounters while representing the organization.
16. Maintains current knowledge related to applicable statutes, regulations, guidelines and standards necessary to perform job duties in accordance with the requirements of the Corporate Compliance Plan. Complies with the requirements of the Code of Conduct, Corporate Compliance Plan and Compliance

Policies and Procedures, including training requirements. Participates in compliance activities under the direction of the Department Manager and Corporate Compliance Officer.

Knowledge, Skills, and Abilities

Minimum Requirements

1. Good interpersonal skills required to meet and service the public.
2. Good communication skills (written and verbal) with the ability to speak and read the English language
3. Ability to communicate effectively with staff, patients and visitors in English.
4. Ability to lift/carry more than 50 pounds using proper ergonomics on a consistent basis, safely.
5. Additional bending and stooping required during stripping/refinishing hard surface floors.
6. Ability to and experience with operation of electric and battery powered floor care equipment in a safe and efficient manner.
7. Ability to read and understand labeling directions on various cleaning chemicals in order to know contents and first aid instructions.
8. Physical ability to perform the duties required of the Floor Tech for a full shift
9. Six months experience in Environmental Service duties in an institutional/health care environment.
10. Ability to pass competency assessment upon completion of training and mentoring program 30 – 60 days of hire into the position.

Preferred

High School Diploma or GED

Primary Contacts

Primary contacts are with supervisory, nursing ancillary departments staff throughout the facility.

Working Conditions (Check one or all depending on the working conditions of the position.)

- Normal hospital working environment. Requires good verbal and written communication skills. Must be able to speak and read the English language.
- Ability to move freely (standing, stooping, walking, bending, pushing, and pulling) and lift more than 50 pounds without assistance.
- Work is primarily facility based in an outpatient behavioral health setting and/or correctional facility.
- Some work may occur in a community setting and may include contacts in a high crime area and in extremes of temperature.

Blood Borne Pathogen Exposure (Check one)

- Category I: Job classification includes ALL employees who have occupational exposure* to blood borne pathogens* (blood or body fluids) while performing their job duties.
- Category II: Job classification includes employees who are likely to have SOME occupational exposure to blood borne pathogens because Category I tasks may occasionally be required.
- Category III: Job Classification includes those employees who perform jobs and tasks where NO CONTACT with blood borne pathogens occurs and Category I and Category II tasks ARE NOT a condition of employment.

The above statements are intended to describe the general nature and level of work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities and qualifications of employees assigned to this job.

Reviewed by: _____ Date: _____
Department Manager

Reviewed by: _____
Please Print Employee Name

Employee Signature Date: _____

Date: June 2015