

**MAVERICK COUNTY HOSPITAL DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** ENVIRONMENTAL TECHNICIAN  
**DEPARTMENT:** MAINTENANCE OF OFFICE BUILDING  
**STATUS:** FULL TIME, NON-EXEMPT  
**REPORTS TO:** Maintenance Office Building Director

**SUMMARY**

As an Environmental Technician, you will play a crucial role in maintaining a clean, sanitary, and welcoming environment for our patients, visitors, and staff. Your meticulous approach to cleanliness and organization will contribute to the overall comfort and safety of our clinic.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. 1. Cleaning and Sanitization:
  - Perform routine cleaning and sanitization of all areas within the clinic, including waiting rooms, examination rooms, offices, restrooms, and common areas.
  - Use approved cleaning agents and techniques to ensure surfaces are free from germs and pathogens.
2. Waste Management:
  - Collect and properly dispose of waste, including medical waste, in accordance with established protocols and regulations.
  - Empty trash containers and replace liners as needed.
3. Floor Care:
  - Sweep, vacuum, mop, and polish floors to maintain a clean and presentable appearance.
  - Address spills and stains promptly to prevent accidents and maintain safety.
4. Restroom Maintenance:
  - Clean and disinfect restroom facilities, including toilets, sinks, mirrors, and fixtures.
  - Ensure that restrooms are well-stocked with necessary supplies.
5. Window Cleaning:
  - Clean windows, glass partitions, and mirrors to maintain a clear and streak-free appearance.
6. Dusting and Surface Cleaning:
  - Dust and clean surfaces, including furniture, countertops, shelves, and equipment.
  - Maintain a clutter-free and organized environment.
7. Infection Control:
  - Adhere to infection control guidelines and protocols to prevent the spread of infections within the clinic.
8. Stocking Supplies:
  - Monitor and restock supplies, such as paper towels, soap, and hand sanitizers, as needed.
9. Reporting Maintenance Issues:
  - Report any maintenance issues, safety concerns, or damages to the appropriate personnel for prompt resolution.
10. Collaboration:
  - Collaborate with clinic staff to ensure that cleaning schedules align with patient flow and operational needs.
  - Communicate effectively with colleagues to maintain a cohesive and supportive team environment.

**SUPERVISORY RESPONSIBILITIES**

This is a non-supervisory role.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **EDUCATION and/or EXPERIENCE:** High school diploma or equivalent. Previous experience in housekeeping, custodial services, or a related role preferred. Knowledge of proper cleaning techniques and use of cleaning agents.
- **SKILLS:** Attention to detail and commitment to maintaining high cleanliness standards. Ability to work independently and efficiently in a fast-paced environment. Strong communication skills and ability to follow instructions. Understanding of infection control practices and protocols. Physical ability to perform tasks such as lifting, bending, and standing for extended periods.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None

**PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform 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 regularly required to sit reach with hands and arms; bend and kneel; and talk and hear. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those 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.

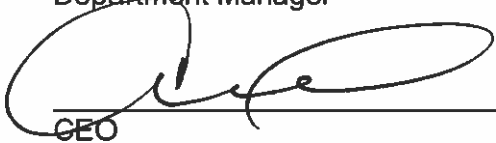
The noise level in the work environment is frequently loud and distracting. The employee is constantly required to perform tedious, exacting work; and to work closely with others as part of a team. The employee is frequently required to perform multiple tasks simultaneously, and to counsel and assist individuals from a variety of ethnic and socioeconomic backgrounds.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
CEO

9/6/23  
\_\_\_\_\_  
Date