

OAHU REGION
LEAHI HOSPITAL/MALUHIA
HAWAII HEALTH SYSTEMS CORPORATION

3675 Kilauea Avenue v Honolulu, Hawaii 96816 v Telephone: (808) 733-8067 v FAX: (808) 733-9811

VACANCY ANNOUNCEMENT
CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: AUGUST 14, 2017
JOB TITLE: ENVIRONMENTAL SERVICES SUPERVISOR II
(FULL-TIME, PERMANENT)
RECRUITMENT NO: OR 16-17
JOB LOCATION: LEAHI HOSPITAL, KAIMUKI, WAIALAE/KAHALA, OAHU*
SALARY RANGE: (HIRE ABOVE THE MINIMUM) (F202)

DUTIES: The Environmental Services Supervisor II is responsible for supervising the day-to-day activities of the housekeeping staff in accordance with current federal and state standards, guidelines and regulations governing a long-term care facility. This position oversees that the facility and grounds are maintained in a clean, safe and comfortable manner and that clean linens are available for the residents.

This position will also serve Maluhia as required by Management.

MINIMUM QUALIFICATION:

General Experience: Two (2) years work experience janitorial or related custodial work such as sweeping, dusting and cleaning of buildings.

Supervisory Experience: One and a half (1-1/2) years work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including: (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

Supplemental Forms: Applicants must submit at the time of application the Supplement for Janitor Supervisor together with your application. Applicants must also submit evidence of the appropriate training (e.g., official transcript, certificate, or diploma) in order to be given credit for education. A legible photocopy will be accepted; however, the Hawaii Health Systems Corporation reserves the right to request for an official copy. ***(Please scroll to bottom for Supplemental form).***

ALL JOB VACANCIES WILL BE POSTED FOR A MINIMUM OF TEN (10) CALENDAR DAYS

An Equal Opportunity Employer

QUALITY OF EXPERIENCE: Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek.

Note: We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: Applicants must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

CITIZENSHIP AND RESIDENCE REQUIREMENT: Applicants must be eligible to work in the U.S. and at the time of appointment intend to reside in the State of Hawaii during the course of employment with the Hawaii Health Systems Corporation.

VETERAN'S PREFERENCE: If you are claiming Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination, which includes a drug screening. For certain job categories, applicants may be referred to an HHSC-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations, except the cost for the drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation. The Hawaii Health Systems Corporation shall bear the cost of the drug screening.

CRIMINAL/BACKGROUND, CREDENTIALING CHECKS: Applicable checks will be conducted periodically and any associated costs may be borne by the applicant. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

HOW TO APPLY: Applications are available at the **Hawaii Health Systems Corporation (e.g.);** Human Resources Office, 3675 Kilauea Avenue, Honolulu, HI 96816. You can call (808) 733-8067, (Voice/TT), Toll Free (800) 845-6733, e-mail: oahujobs@hhsc.org or visit our website at www.hhsc.org. Application hours are: 8:00am to 3:30pm at which time applicants are able to complete an application and have their application reviewed by the facility Human Resources Office. Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager. Applications for announcements with a deadline date must be on file no later than the last day to file applications. Applications for announcements with "Continuous Recruitment Until Needs are Met" will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

STEPS TO AN ADMINISTRATIVE REVIEW, SUBSEQUENT APPEALS: If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. Your letter requesting the Administrative Review must include 1. The job title(s) and recruitment number(s), 2. the specific reason(s) you are requesting the review noting if there is a statute or rule violation, and 3. any additional information you want to submit to substantiate your request. If you do not submit your request within the **twenty (20) days deadline, no Administrative Review will be conducted.** Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection.

If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.

PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, HAWAII HEALTH SYSTEMS CORPORATION AT (808) 733-7909 (TTD) TO DISCUSS SPECIAL NEEDS IN APPLYING.

SUPPLEMENT FOR JANITOR SUPERVISOR

Name _____

Instructions: Fill in a separate form for each position you held which involved supervisory duties and responsibilities either on a regular or temporary assignment basis.

1. Employer's name and address:

2. Title of your position: _____

- a. Period you were employed in this position (month, year):

From _____ To _____

- b. Is Supervising other employees a regular, on-going duty and responsibility of this job?
Yes _____ No _____

- c. If you performed supervisory duties and responsibilities only on a temporary assignment basis, please list the specific dates and percentage of time you performed these duties.
Use the back of this sheet.

3. Check off the supervisory tasks you performed.

- _____ Schedule the work of other employees
_____ Inspect the work of other employees
_____ Teach other employees in the proper method of performing the work
_____ Maintain discipline
_____ Insure that safety procedures are followed
_____ Keep records of work activities

I certify that all statements made on this supplemental form are true and complete to the best of my knowledge. I understand and agree that any misrepresentation or omission whenever discovered is grounds for the denial of or immediate separation from employment.

Signature: _____ Date: _____