

## **ENVIRONMENTAL HEALTH & SAFETY SPECIALIST**

Classification: Administrative – Central Office

Location: Business Operations

Reports to: Risk Manager

FLSA Status: Exempt

Bargaining Unit: OSEA

Job Group: Administrative

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

This position provides leadership and management of the District's environmental health and safety programs designed to ensure safe and healthy learning and working environments in accordance with district, local, State and federal codes, system, policies and procedures including OSHA compliance.

### **Part II: Supervision and Controls over the Work:**

Performs under the supervision of the Risk Manager. Work is controlled and/or guided by federal and state statute, administrative code, agencies, insurance policies and procedures, professional best practices, school and district policies and procedures. The EHS Specialist serves as the District expert in environmental health and safety operations and operates with considerable independence to accomplish the goals and objectives established by the District leadership for the program. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations.

### **Part III: Major Duties and Responsibilities:**

1. Works collaboratively with all departments and personnel to implement safety and risk initiatives.
2. Serves as District representative and point-of-contact to internal stakeholders and external agencies/groups in relation to Environmental Health and Safety Programs, including representing the District at local and State meetings and conferences.
3. Conducts safety inspections of District facilities, playgrounds, buildings, and any hazards. Recommends corrective actions and follow up on implementation.
4. Acts as a resource and makes recommendations on environmental issues, i.e., indoor air quality, hazardous materials, above ground / underground storage tanks, lead, radon, asbestos, PCB's, etc.
5. Conducts investigations of environmental concerns, including gathering and analysis of data, development and implementation of solutions and development and delivery of reports to diverse populations and regulatory agencies as needed.
6. Represents District during fire and safety inspections with Fire Marshals, OSHA Inspectors and insurance carrier.

7. Review and analyze federal, state and local legislation to ensure District compliance.
8. Develops, evaluates the effectiveness of District policies and procedures pertaining to environmental health and safety, and updates as appropriate.
9. Creates and conducts training and materials pertaining to environmental health and safety.
10. Conducts accident investigations for employee injuries, student injuries, property loss and other hazardous situations. Recommends corrective actions and follows up on implementation.
11. Coordinates chemical safety. Works with other departments to identify safe chemicals for procurement and use.
12. Advises and supports District's safety committees.
13. Conducts ergonomic assessments and makes recommendations.
14. Analyzes statistical information associated with District safety and workers' compensation programs to identify trends and direct safety efforts.
15. Coordinate outside consultants as necessary.
16. Supports other risk management initiatives and programs, such as emergency preparedness and the implementation of district-wide response to emergencies.
17. Performs other duties as assigned.

#### **Part IV: Minimum Qualifications:**

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Bachelor's degree and two years of experience in environmental health, safety or risk management, applying the principals and practices of program/project planning and management as well as:
  - Certification in areas specific to the position;
  - Demonstrated knowledge/understanding of environmental health and safety issues affecting schools.

(Related work experience and professional designations / certifications may be substituted for the educational requirement.)

- Must have knowledge of advanced principles, practices and methods of Environmental Health and Safety Programs.
- Must have knowledge of and ability to apply federal, state, local laws and regulations applicable to various Environmental Health and Safety program responsibilities.
- Advanced program management and organization skills.
- Skill in the use of program support technology, office software, spreadsheets, presentations, and databases.

- Ability to respond to emergency, emotional, and difficult situations with calm, deliberateness, and clear organization.
- Ability to interact with employees and managers personally and in writing, internal and external, at a high level of communication and articulation. Must be able to present complex and difficult information in a convincing manner.
- Sound judgment and decision-making capabilities are essential.
- Ability to maintain confidentiality in all matters.
- Must be able to pass a criminal background check.
- Possess a valid state driver license and a safe driving record. May require use of personal vehicle.

**Part V: Desired Qualifications:**

- Bachelor's degree with major coursework in industrial hygiene, safety, risk management, environmental science or related field.
- Professional certification such as Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), Certified Safety and Health Manager (CSHM), Occupational Health and Safety Technologist (OHST), or similar.
- Experience in a public school or public organizational setting.

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment described here 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 frequently required to sit, stand, walk, climb, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or move 25 to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.