

ST. MARY'S COUNTY PUBLIC SCHOOLS NON-CERTIFICATED POSITION DESCRIPTION

FACILITIES COMPLIANCE ANALYST

POSITION: Facilities Compliance Analyst

REPORTS TO: Director of Operations

LOCATION: Division of Supporting Services

NATURE OF WORK:

This position focuses on ensuring that the educational and work environments within St. Mary's County Public Schools (SMCPS) are environmentally safe and promote success while maintaining compliance with a broad range of current federal, state, and local health and environmental codes, regulations, and policies. The Facilities Compliance Analyst works under the general direction and oversight of the Director of Operations and in alignment with SMCPS policies and regulations, labor agreements, state regulations, and federal statutes. The Facilities Compliance Analyst may be required to work a variable schedule, including evenings and weekends.

ESSENTIAL FUNCTIONS:

- Oversees environmental health and safety compliance, including, but not limited to, asbestos, hazardous materials, indoor air quality, lead, pest management, pesticides, and underground and above fuel storage tanks;
- Works collaboratively with schools and departments, including Maintenance, Operations, Design & Construction, Capital Planning, and Student Services, making recommendations to district administrators on various issues, including implementation and corrective strategies;
- Demonstrates effective written and oral communications, including conveying technical information to non-technical community members;
- Maintains accurate environmental program testing, compliance, and reporting records;
- Plans and facilitates employee safety orientation program and employee safety training;
- Plans and implements procedures, programs, and files regulatory reports in compliance with the local, state, and federal agencies;
- Demonstrates excellent written and verbal communication skills, with the ability to clearly and concisely communicate technical information to users at all organizational levels and state and federal agencies, as well as experience and proficiency with computer applications and a demonstrated ability to speak before large diverse groups;
- Coordinates an environmental compliance plan for each site; and
- Proactively supports the state's Interagency Commission on School Construction (IAC) inspection process, coordinating a team of individuals from various departments.

DUTIES AND RESPONSIBILITIES:

- These examples are illustrative and not all-inclusive;
- Conducts investigations of environmental concerns, including gathering and analyzing data, developing and implementing solutions, and developing and delivering reports to diverse populations;
- Samples or supervises the sampling of hazardous and/or industrial waste and bulk sampling of material suspected of containing asbestos;
- Coordinates the district's Asbestos Hazard Emergency Response Act (AHERA) management plan;
- Manages Safety Data Sheets management system and provides training;
- Provides indoor air quality monitoring expertise and coordinates testing and monitoring procedures;
- Coordinates outside consulting services as necessary;
- Produces clear and concise written reports based on field inspections;

- Disseminates Right-to-Know information to staff;
- Stays current with regulations related to program areas assigned;
- Inspects organization facilities to detect existing or potential health hazards, determines corrective or preventive measures where indicated, and follows up to ensure measures have been implemented;
- Updates and delivers employee training programs related to hazardous materials and waste;
- Supervises the work of contracted firms involved in removing or testing hazardous materials;
- Investigates employee queries concerning exposure to hazardous materials or air pollutants;
- Recommends and coordinates the development of programs required by the district to comply with hazardous materials regulations;
- Assists with verification of fuel levels and delivery status;
- Acts as a resource for those managing all contracts relevant to the position;
- Assists in developing, implementing, and managing policies, programs, and practices related to environmental safety within SMCPS; and
- Provides support and data analysis for the Statewide Facilities Assessment and Capital Improvements Program.

QUALIFICATIONS:

- Graduation from high school (or GED), Associates Degree preferred;
- Three or more years of on-the-job experience in a planning or supporting role which required:
 - Applying analytical skills to the building and interpretation of data to ensure compliance with state and federal legislation;
 - Working knowledge of issues in environmental services in an educational setting, working knowledge of hazardous materials including hazardous wastes, asbestos, and other pollutants, and an understanding of issues related to air quality preferred;
 - Ability to understand and apply government regulations related to hazardous materials and waste, and make appropriate recommendations;
- Possession of a valid Maryland Class C driver's license with no more than the equivalent of four (4) points;
- Asbestos/AHERA Inspector and Management Planner certification desired; required within six months of hire date.;
- Demonstrated ability in planning, scheduling, and workload management;
- Must possess excellent customer service and communication skills.

TERM OF EMPLOYMENT:

Full-time, twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month, eight-hour employees - Range 29.

BARGAINING UNIT: EASMC-ESP

11.01.2022