

**Middletown Township Board of Education
Middletown, New Jersey 07748**

JOB DESCRIPTION

Title: Health & Safety Coordinator

Qualifications: Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Reports To: Director of Facilities or designee

Job Goals: To create the safest environment possible for all students and faculty. Keep compliant with all mandated regulations within district facilities.

Performance Responsibilities:

1. Coordinate the District's IPM policy within the buildings. Follow up on solutions and performance of contracted Pest company.
2. Investigate all IAQ complaints. Provide feedback to Director of Facilities or designee. Coordinate any necessary testing and mitigation efforts.
3. Identify Health & Safety risks in buildings and behavior. Provide solutions to Assistant Director of Facilities, follow up on implementation.
4. Provide all new hires with district approved training. Coordinate ongoing training within the district staff.
5. Stay Knowledgeable on current and future regulations mandated by the NJDOE, State, and Federal law. Ensure District record keeping for same.
6. Attend all trainings assigned by Director of Facilities or designee.
7. Investigate all accidents for cause. Provide feedback to Director of Facilities or designee.
8. Assist in the coordination and disposal of District supplies and chemicals in accordance with EPA, State guidelines, and Board Policy.
9. Oversee environmental testing in district to include Lead, Asbestos, Radon, Mold, etc. Be able to interpret results for same.
10. Other tasks as assigned.

Terms of Employment: Pursuant to negotiated agreement

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy

Approved By: Board of Education
Date: 11/29/22